



Step out from Procrastination

Every time towards the end of semester, it's common to hear student complaining procrastination and crying for help. Though procrastination is not a kind of disorder, it does disturb quite many students.

✧✧ **Am I lazy or incapable therefore I procrastinate?**

Some might query whether I am lazy or incapable and therefore I procrastinate. In fact, there can be different reasons behind procrastination.

It can be:



**A kind of self-defence mechanism
for one to deal with
his/her inner fear or weakness**

Originated from perfectionism or lack of confidence

**Affected by fatigue, stress
or depressed mood,
which leave one without power
to do anything.**



✨ Reminders for you to get away from procrastination

To deal with procrastination, let's check with the following reminders and ways to help you out from it.

**It's impossible to be perfect,
and don't let perfectionism
to spoil you.**



**Failure is common in life.
It's not dangerous to fail.
You will not succeed
if you don't attempt.**



**Everyone has his
own limitations**



**There might be different
possibilities or answers.
Find the feasible ones.**



✨ Stepping out from procrastination

1

Set an observable and specific goal

- ✗ I must stop procrastination.
- ✓ I should complete this assignment by (date).



Break down big tasks into small ones

2

今日の目標!

今月の目標!

今学期の目標!

今週の目標!

- ✗ I am planning to write the report.
- ✓ I will spend one hour tonight to search for information, and another hour to organize the information tomorrow. Then I will take 2 hours to write the report the day after.

3

It's right to **START** first!

- ✗ I have to find enough information before I can complete the work in one go.
- ✓ Let's proceed with the first step and search for information right now.

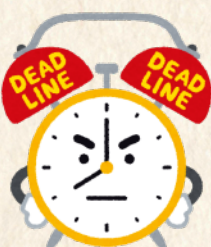


Practical time table with clear priority and timeline

4

- ✗ I should have enough time if I try to finish the assignment one week before the deadline.

- ✓ While I have used 3 days and nights to complete the 2000-word essay last time, I would plan 4 days to do the assignment this time. Let's start with 2 hours to do information searching today, and start writing tomorrow. I should complete the essay in 3 days from Nov xx to Nov xx.



5

Treasure your time. Minimize the possible disturbance. Learn to say no and avoid engaging in extra or unnecessary things.

- ✗ I should respond to all people immediately.
- ✓ Find a quiet and tidy working space, and set a “do not disturb” time for yourself. Turn off all unnecessary webpages or apps. Put away you phone while working, and get back to message or call after you finish the work.



Do reward your progress

6

- ✗ I would never be happy before I finish all the term-end assignments.
- ✓ Yay, I have completed the analysis part. Let's reward myself with a cup of coffee / half hour rest.

7

Make good use of the coming 15 mins

- ✗ I cannot do much with only 15 mins.
- ✓ Let's make use of the 15-min journey to jot down the key points of this reading.



8

**Beware of excuse.
Restrict yourself & turn it into action.**

- ✗ I am tired / it's too difficult.....let's do it later.
- ✓ I am tired now, let's take 15 mins to write the report, then I'll take a half-hour break and continue working.

目標未達...



Be mentally prepared for the possible obstacle

9

- ✗ Professor's schedule is full and I have not yet made a time for consultation. I cannot start writing the essay on my own and can do nothing now.
- ✓ Though I have not made an appointment with professor, I can still draft the outline and discuss with him later.

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If possible, share some duties with others

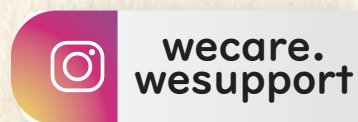
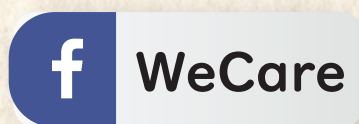
- ✗ I am the only one who can do this work well.
- ✓ Let's find an ally to finish this part, so that I can focus on my task.



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www.flipsnack.com/eduhksao/--hierl5mxu3.html



To Do List

e.g. 1

☐

Email outline → Professor

e.g. 2

☐

3/ Hall fee

☐☐☐☐☐☐☐

Reward to myself

e.g.1	完成psy1000初稿	