

Breaking the Cycle

- Go slowly. Your procrastination habits were a long time in the making. Don't expect them to change overnight.
- Experiment. Try different strategies at different times. Some may work and some may not. Try to find out which works best for you. Experiment with only one strategy at a time. If you try too many new strategies simultaneously, they might not work. Even if they do, you won't be able to tell which ones worked and which did not.
- Commitment and perseverance are what counts. Shoot for slow but certain improvement. Don't fool yourself into thinking that you can instantly eradicate procrastination.

Guidelines for Success

- **Part I: Logistics**
- **First and foremost, create a plan.** Create a master plan and timeline. Sit down and make a list of everything that needs to be done, and then create a realistic timeline for accomplishing each task.
- **Set realistic goals.** It's easier to motivate yourself when you recognize that a long-term goal is often reached through the successful attainment of many composite short-term goals. Make sure your goals are realistic and achievable, and don't hesitate to rethink and redefine your goals as your situation demands.
- **Make a physical checklist.** Each day, have a checklist of everything that needs to be completed.
- **Each day, attack the most challenging tasks first.** This way, you won't have it hanging over your head all day (which is a major cause of procrastination), and you'll have the confidence that comes with knowing that your day will only get easier now that the worst is done.

● Become mechanical:

- 1. Get out of bed at the FIRST sound of your alarm EVERY morning (try not to snooze)
- 2. Study at the SAME time every day (during a class break, right after dinner, etc.).
- You will need to repeat your new mechanical process 20 to 30 times to make it a habit. Once you do, these once-dreaded tasks will be transformed into easy and painless routines.