

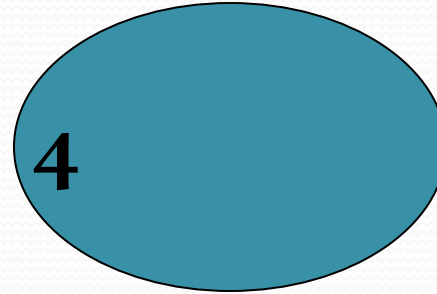
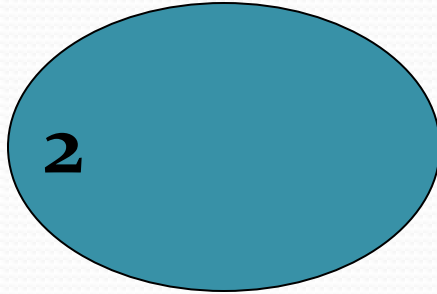
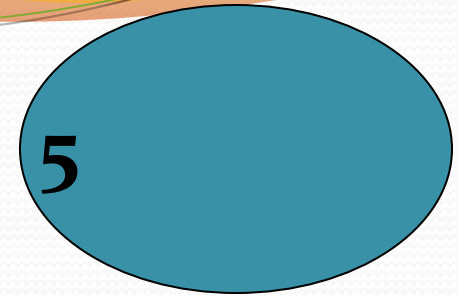
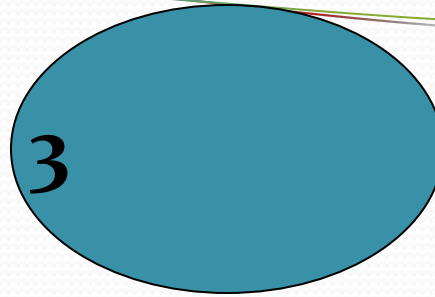
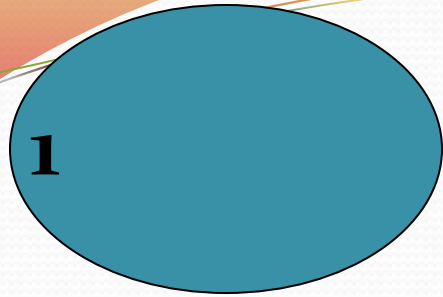
# Mastering Time and Procrastination

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# Objectives

- Identify “big picture” goals, SMART goals, and the steps needed to accomplish them.
- Learn skills for prioritizing: the three box system, calendars, and to-do lists.
- Identify traps that suck away your time by monitoring your time.
- Battle procrastination by getting motivated and getting started.

# What is important to you? What are your goals?



What percentage of your time do you spend involved in these goals?

1 \_\_\_\_\_%

2 \_\_\_\_\_%

3 \_\_\_\_\_%

4 \_\_\_\_\_%

5 \_\_\_\_\_%

Of these goals or pursuits, which ones do you have direct control over?

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

Are you spending time pursuing the things that are important to you and that you have direct control over?

# Tip #1 Set Goals

- Be SMART about it!
  - **Specific:** precise, should be a positive statement
  - **Measurable:** so that you know you reached your goal
  - **Attainable:** something you have control over
  - **Relevant:** it should be important to you
  - **Time-bound:** tie the goal to a date

# Tip #2 Prioritize

- Break down goals into smaller steps.
- Use the three level box system to determine what you should do first, second, third.....
  - Smallest box: needs to get done immediately or within the next day or two.
  - Medium box: not urgent, doesn't need to happen today or tomorrow, but within the week.
  - Large box: longer term tasks, keep them on the radar but on the back burner, may even be able to delegate these tasks.

# Tip #3 Keep a Calendar

- Gather up your syllabi, write down due dates for assignments, tests, papers, projects, etc.
- Include other commitments, events and recurring activities that you know will be coming up. Don't forget fun time!
- Schedule study time: 1 hour of class = 2 hours of study time. This time doesn't need to be all at once. Use your time wisely, between classes, while waiting for a bus, etc.
- Schedule in at least an hour each week for "buffer" time: time you can use to catch up on things.
- Review your calendar often. Start of each quarter, start of each week, start of each day.

Fall 2009	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September	20	21 Fall classes begin	22	23	24 All adds required faculty signature	25	26
	27	28	29	30	1	2	3
October	4	5 \$35 late fee applies to each course addition	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
December	29	30	1	2	3	4	5
	6	7	8	9	10 Last day of instruction	11	12
	13	14	15	16	17	18	19

# Tip #4 Use To-Do Lists

- To-Do Lists are based on your goals, priorities, and calendar (there should be a connection).
- Write down your goal. Underneath put three bullets. Each bullet should represent a step toward reaching that goal. If the step can be broken down, put bullets underneath that step.
- Prioritize your goals and their steps.
- Cross off each step as you complete it.
- Keep your To-Do List with you and look for hidden opportunities to get things done.

# Tip #5 Monitor Your Time

- Over the next week track how you spend your time. What patterns do you notice?
- Are you spending time working toward your goals? Are your goals getting accomplished?
- If you're spending time and it's not getting you closer to your goals, consider eliminating that activity from your schedule, or at least reducing it.

# Procrastination Causes and Solutions

- Fear of failure
  - Ask yourself, “What’s the worst that could happen?”
  - Have a plan B and C.
- Perfectionism
  - Give yourself permission to be human.
  - Use positive self-talk.
- Impossible expectations
  - Replace “have to” with “want to” or “get to.”
  - Make time for things you enjoy doing.
  - Know when to say “no.”

# Planning Leads to Action

*Start with motivating factors*

- Reward yourself for completing tasks.
- Find a good study partner.
- Go on the record. Make a public promise.

*Just get started*

- Don't wait around for the right mood to hit you.
- Tell yourself, "I'll just do 10 minutes and then I'll see how it goes."

*Keep it going*

- Decrease distractions (TV, internet, devices).
- Give yourself a break every 40 – 50 minutes.
- Get organized before you begin a task.