

# How to Overcome Procrastination

1. Get started – once you start you often discover that the task was not as unpleasant or complicated as you expected
2. Find a study buddy to help keep you accountable
3. Create a study routine – and stick to it
4. Make a daily to do list, prioritise tasks or arrange them in a way that best utilises your time
5. Do something every day that creates progress
6. Set yourself goals
7. Use staggered revision so that you don't have to do a long cramming session
8. Motivate yourself by using affirmations, image boards, quotes etc to keep you on track
9. Chunk your work into shorter blocks of time. We all dread long study sessions, but can cope with short ones with definite goals
10. Work to a timer
11. Plan rewards after each stage to keep yourself motivated
12. Cross things off on your 'to do list so that you can see the progress
13. Don't strive for perfection from the start. Just start and refine and edit as you go.
14. Remove external distractions such as televisions, phones etc
15. Work in an environment you find pleasant, comfortable and stimulating. You might like to vary the location to keep you interested