



# PRODUCTIVITY TIPS

## **PROCRASTINATION, PROSCRASTINATION, PROCRASTINATION**

Everybody procrastinates but chronic procrastination can cause stress and poor performance. It can be hard to make a start on something but the tips below will help.

### **DON'T WAIT FOR THE PERFECT TIME**

It doesn't exist. Making even a small start will increase motivation for the task.

### **GET INTO THE STUDY ZONE**

Everyone has a place where they study best. Add going to yours to your study plan and try to work there as much as you can.

### **TO-DO LIST ITEM ONE: MAKE A TO-DO LIST**

Make a list of all of the things you need to do and work out how long each task will take. Prioritise the most urgent tasks and start with them.

### **BREAK DOWN EACH TASK**

Break each task down into small, manageable steps and take one step at a time.

### **WORST FIRST**

If you do the task you least want to do first, the rest of the day will seem easier.

**OR**

### **USE MOMENTUM**

Start by completing an easy task and then use that motivation to do the hard ones.

### **TREAT YOURSELF**

Plan regular breaks and rewards and you will find yourself procrastinating less.