

Procrastination, Motivation, & Goal Setting

Procrastination: It can be easy to get overwhelmed by our work and responsibilities. Here are some tips to help overcome procrastination.



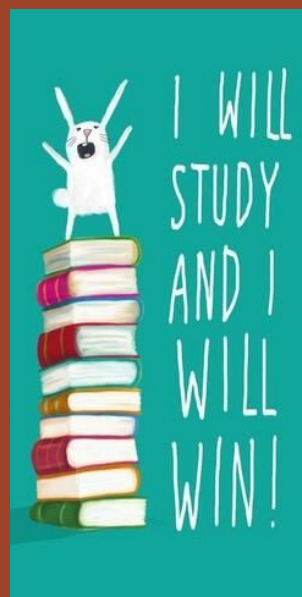
Avoid Procrastination

- **Be organized** - create a to-do list, along with an agenda and calendar
- **Set realistic, achievable goals** - break bigger goals into smaller ones to help make the task less daunting to accomplish
- **Eliminate distractions** - set boundaries and stay away from your distractions
- **Get comfy but not too comfy** - your environment should promote active engagement
- **Just get started** - getting started is the hardest part, so jump straight into it
- **Take a break** - it is important to take regular breaks to help recharge
- **Finish the hard stuff first** - completing the hard assignments first can help you stay motivated to finish the easier ones later
- **Find an accountability partner** - you can check up on each other to make sure you are not falling behind and that you have what you need

Motivation: It is important to stay motivated especially when the going gets tough. Here are some tips to stay motivated.

Motivation

- **Identify your goals** - be clear with your goals both big and small
- **Visualize the end results** - focus on what you are trying to achieve to help stay motivated
- **Break down your goals** - create a plan with smaller actionable goals
- **Identify your motivation** - identify your why and make sure it aligns with your goals
- **Overcome setbacks** - anticipate setbacks as inevitable and use them as opportunities to avoid similar mistakes in the future
- **Plan for the future** - set specific deadlines for your goals, along with a realistic timeline for completing each goal



Goal Setting: This is a crucial step towards success in your classes. Here are some tips for goal setting.



Goal Setting: SMART Goals

It is important to create thoughtful and purposeful goals. Follow the criteria below when goal setting:

- **Specific** - make sure that your goals are answering all the "W" questions: who, what, where, when, which, and why
- **Measurable** - make sure that you can measure your progress to track where you are and how much you have left to accomplish your goal
- **Attainable** - your goals should be challenging but not so much that you can not reach them
- **Realistic** - ensure that there is a realistic chance, given the circumstances, to accomplish your goal
- **Timely** - create a time frame with reasonable deadlines to avoid a sense of urgency