

My goal for today is to give you some tips and some hints as to why you procrastinate. What kind of function does it serve in your life? Whether it's good, whether it's bad, and some tips to kind of help you move forward from that. So, I hope that you will be taking some notes. I do require participation, so there are going to be some questions that I'm going to be asking and I'm going to ask you to unmute yourself and please speak out and give us some answers. Because again, this is very partition, participation based. So, I do want a lot of feedback. Okay? So, the first thing you might see on your screen here is, I have a Screenshare, and it talks about better ways to procrastinate. And it's meant to be funny. I have a whole list of things you could be doing to procrastinate. But in essence, you really don't need a list because this is something that we do as humans. We do this all the time. All right, so the name of my presentation is why wait, overcoming procrastination. So, I'll start with just open dialogue on what are the terms used to describe people who procrastinate. And again, I'll ask you to please unmute yourself, speak out. So, what are some of the terms that people use to describe a person that procrastinates. They may describe him as being lazy. Okay, that's a good one. Lazy. I hear that one a lot. What else? Lazy. Lazy. Okay. Go ahead Anna. Unmotivated. Unmotivated. Unprepared. Unprepared. That's a good one. They don't care. Maybe they appear like they don't care. Anybody else? Okay. Again, unmotivated. Yes. Irresponsible. Irresponsible, yes. You could be seen as not responsible person. That's actually really good. Anybody else? Not committed, not committed. Thank you, Michael. So, if these are the labels that people place on you for procrastination, then why do we, why do we procrastinate? Like if lazy, unmotivated, lack of discipline or whatever you want to call it, why would, why would we continue to do this? If these are the labels that we would get placed on us. I would say that the reason I do it is because I'm only interested in certain subjects, so I'm a math major and I like doing math. So, if there's something, will my math class, I can do it right away, but it's a different class that I'm not interested in. It gets pretty boring. So, I put it off because I'm not interested. That was a great comment. That is actually one of the things that we're going to talk about is relevance or interests, and you're absolutely right. One of the things, or one of the reasons why people procrastinate is it has to be relevant to them. And if it's not, it's not holding people's interests. Do you think that it's a fair assessment to say that people are lazy or unmotivated when they procrastinate? No. Ok. Anybody want to tell why? To me, it's kind of like a yes and no kind of thing. Okay. Because like yes at the same time because you're responsible to do what you signed up to do, but no at the same time because like you don't know how that person's schedule is or I guess not really your place to judge so it's kind of like a yes and no kind of thing. Okay. Well, as you can see again on the screen here, we're going to be talking again about procrastination. And the definition is the action of delaying or postponing something. I have some sayings here on the side that I thought were kind of clever. I'm very busy doing things that don't need to do in order to avoid anything that I'm actually supposed to do. Because that is a main college life in a nutshell. Also, I have at the bottom here, procrastinate now and panic later. I actually tend to find that students do get in that position when they wait to the last minute. Where it's this panic of, oh my gosh, now that this is due, I've got to get these things done. And panic ensues. And that's kind of where we are going to lead into next. We're going to talk about the truth and the myths of procrastination. So, here's the first myth. The myth is that procrastinators are lazy. That is not true. For the most part. People who are procrastinators actually tend to get their things done. They do, they tend to get it done. But there's also so much pressure on them to get it all done. That's when the stress comes in. So, procrastination isn't about being lazy. It isn't necessarily about being unmotivated, although sometimes it could be. It's not about, you know, just I'm just not going to be responsible and get my work done. No. The truth of the matter is procrastination is about avoidance. And this is something as a culture that we

don't necessarily want to look at. And a lot of times people put things off because it's hard to, it's hard to look at it and be like, hey, I'm actually avoiding this particular thing. And what I mean by that is we're going to take a look at a couple of pictures and we're going to talk about this act of avoidance. So, here's the first one. What does this picture mean? Someone speak out. I can't see the picture Okay. How about now? Anything? No ma'am? Ok. Well, I'm going to actually describe it and go from there since, technology. Alright, so the first picture I have up here is like this ostrich with their head in the sand. And of course, that is a classic avoiding picture of hey, if I don't look at it, if I don't see it, then it doesn't exist or it didn't happen. And in the second picture, I have a map. It's a map with all these obstacles that you have to get around to get to the place that you want to go. And it kind of talks about avoidance in the sense of sometimes you do things that kind of slow you down in your journey to where you're trying to go because of your procrastination. And then the last picture here is a picture of a woman who looks afraid. And I think that picture kind of represents, you know, hey, there's this big, hairy, scary thing that I'm just putting off until the last minute. And when in actuality, if you faced it head on, it wouldn't be as scary as you think it would be. Alright. So, can you guys see any of the Screenshare now? No, not yet. Okay. No, it has like your very, very first PowerPoint up there that all. Alright, well, thank you. I appreciate that. I'm so sorry for these slides. Okay. Let me see. I have been on my end. I guess it's not working. Do you want to try resharing? Yes. So, just end this and then share your PowerPoint again. Okay. One second, guys. Thank you for your patience. Oh, the joys of technology. Okay. There we go. So, can you guys see it now? Yes, yes, awesome, awesome. Alright, so back to the presentation. So why do people avoid. This idea of avoidance? I think a gentleman hit it earlier when he was talking about, you know, enjoying math and enjoying numbers and, you know, the rest of it. I'm not really interested in, you know what, there's some truth to that. The first people, the first reason why people avoid is number one, because of lack of relevance. It has no meaning to you personally. I think when you think about schoolwork, especially to kind of get you motivated and engaged, it has to have some sort of personal meaning. So, whether you're thinking about like, oh man, I have this paper, that's due, and it's over something that I'm just not interested in. For you, some way you've got to make it relevant, and personal to you. For some people that may look like, say okay, if I do this, this means that I'm going to have Thursday free and I'll get to do whatever it is that I want to do on Thursday. So, when we're thinking about why people avoid and the first one being lack of relevance, then you've got to make sure it's relevant to you to help you not to procrastinate. Alright? So, the second reason people avoid is because they feel overwhelmed. They feel like that they have all of this, all of the stuff that they've got to do. And it's just too much, it's just too much to conquer. And for a lot of people, that fear of I won't be able to do it all puts us in a panic mode to where we're like, OK, well I'll just push it to the side and I'll get it done later. Because if I don't have to think about it, then I don't have to be in panic mode. And that feeling of overwhelmness can a lot of times be a source of a stopping point for us and not something that is motivating. Although you can turn it into something motivating. And we'll get to that later on in the presentation. Alright, so the next reason why people avoid I hear a lot about this one. Afraid of failing or fear. It's just the fear of the unknown. Like, I'm going to avoid this because, you know, I'm afraid. What if I don't make the grade that want or what if I do all this work and don't get the grade that I want. So that's another reason why people kind of put stuff to the wayside. Another one, can make a decision. A lot of times you'll hear people say, well, I don't even know where to start. So, they don't. And that can be a deterrent for people to just be like, well, I don't know where to start, so I'm just not going to do anything. And so again, that kind of adds to that well if I don't, If I push it to the side I'll look at it, I don't see it. Then. I'll just do it later. And it just kind of builds on this avoidance and need to

procrastinate. Another one that I see is perfectionist. People thinking, Oh, I've got to get this perfect paper or it's got to be done perfectly. And you have all these professor perfectionistic tendencies, which kind of again pushes things to the side because you're like, well, I need it to be perfect, but we all know. Sometimes it's not about it being perfect. Sometimes it's just about getting it done. Another reason why people avoid is poor time management and having no sense of time. And that's kind of like, oh, you know, that's due in two weeks. I'll get that done later or our study for that test the day before. But you don't really realize like that week of you're going to have 17 other things that you have to do. So, you you're pushing things off because again, the lack of relevant, feeling, overwhelmed, afraid of failing or fear, can't make a decision. Being a perfectionist or poor time management. So, let's kind of get into some ways. So, we know why we do these things and we know what it looks like in real life. Let's talk about how it plays out. And I'm, I might be asking you some questions in just a minute. So, the first way that it plays out is people ignore the situation or the task. Now I'm going to ask you guys to be open. And that might be a little scary. But how many of you, and you can do thumbs up or high fives in the, in the margin here if you'd like. How many of you just ignored it? Just haven't done anything. I know I have. I've just you had a situation and you just you know what, I'm just not yeah, I'm just not going to do that. Because if you ignore, it's no, there's no pressure, there is no sense of urgency, nothing. And I appreciate you guys for being honest. Another realistic way people avoid, is it they over or underestimate the work involved. I too, have also been guilty of this. Where I think, Oh, yeah, this should take me like this should take me like an hour. When in actuality, it takes you like three or something you think should take you a certain amount of time. Well maybe life has come up and it should take you an hour, but something happened at work, then something happened at home. And now all you have is 30 minutes to get this this quiz done and turned in before the deadline at midnight. So, a way that it plays out is underestimating the work and the time involved. Another way that people avoid is to do other things. This one's kind of my favorite because it's funny and it's true. Do other things, like eat or do something else you consider important. What are some of your go to, do other things? Go ahead and unmute and share. Please. Watch TV. Yes. Clean. Oh, well, that one's kind of sort of productive in one way. Clean. Okay. Social media. Yes! Social media, Instagram and Facebook holes that you fall into? Yes. Anybody else? Read. Read. Play games. Sound like my husband, like oh okay I got enough time for 2K Alright. I just window shop on random websites. Okay, you have some company that's good. Anybody else? Okay? And that can be productive in some sense, but also not if homework gets involved. Sleep. Sleep, yes. Anybody else? Sometimes I paint instead of doing my work. Okay. Well, I will say this. Some of the things that you guys are talking about are productive, but they're not productive in the sense that if you have work to do, all the other things outside of work isn't helping your situation. So, these are the things that I want you to ask yourself. Key question. Here's the first one, why am I avoiding. Let's think about it. Think about whatever test, quiz paper or anything that you have coming up due within the next, I would say a couple of days. Week and a half, two weeks. And ask yourself, why am I avoiding? So, take some, take a couple of seconds here and think about it. Because I want you to unmute. And I want you guys to be brave and share why you're avoiding some things. The reason why I tend to avoid doing an assignment is because of the stress that goes along with it. Okay. It's like, for me, I'm definitely one of those where it has to be perfect. And so, like I second guess myself. And it's like I will click an answer on some things, and then I'll be like, no and second guess and then click the wrong answer, but I had it right the first time. It's just like the stress that goes along with all of that is kind of why I put things off incredibly, which I guess makes the stress worse though. It does, but I do have the tips coming up that will help you. So, thank you for sharing. I appreciate that. Someone else

please share. I have a similar problem. But what happens with mine instead is like, I feel like that assignment is already isn't going to be good enough. So, I just go ahead and don't do it. Like I'm like, it's not going to be what the teacher wants, so why would I even try on it, which is not a good mentality to have. True. But I do see where you're coming from. I'm going to be honest. I don't think you're the only one that thinks that, like you're not the only one in that boat. I would say. Someone else please share. I tend to put stuff off because I kind of am a perfectionist about stuff too. But if I put it off, then I can blame putting it off on it not being perfect. Yeah. I don't have to oh, well, I'm just not doing it well enough anyway, it's that I didn't give myself enough time. That actually makes sense. I know a lot of people that do that as well. Let's look at the second question. So, once you start thinking about why is it that I'm avoiding? The second thing that you need to ask yourself is what do I need to do next? Like, I know that I am avoiding because I want this paper or assignments be perfect. If I'm in a situation to where I, I know why. Here's the task that I have at hand. The next key question is, what do I do next? Maybe for some of you, it's just start. Maybe that's your next step is just started. Or maybe the next step is gathering information, whatever it is that the next step is for you. That's what you need to think about. Like, you know, you know why? Because a lot of times you will as well. I don't know why, I don't know why, you know why. But the next key question becomes, what do you do next? So, someone else, please un-mute and tell me about what is it that you need to do next in your journey to stop procrastination? For me, I'm very much a big list person. Okay. And my mom has taught me like, okay, well, if you want to watch TV, designate a timer and be like, Okay, I'll watch it for this one show. Or you need to do this much of your homework and then you can watch and then you go back to your show. And sticking to lists like that, really kind of keep me motivated. Having that motivational person to be like. Okay, are you sticking to your list, you know, then I can keep up with what I'm doing, how I'm doing it. And I still procrastinate a little bit, I might watch two shows instead of the one, you know, but I still kind of keep to that list in order to not procrastinate as much. Okay. Thank you. Someone else? I feel like I just go ahead. Ok. So, I feel like I just need to prioritize. Because I tend to like okay, I tend to like do everything all my work that's due for the week into certain days. Okay. Like this one day I'll do this from whatever class and then the next day I'll finish what I have to do. But usually I end up like getting distracted. And I always save the hard task for the very, yeah, because I'm like avoiding it because I was like, I don't want to do it. It's too much work. Then it just messes up my motivation. So, I'm going to try to just like the frog and do the worst task first and then go along with my easier ones because then I'm not going to want to do it. That's true. So yeah, that's why I need to do, prioritize my tasks. Okay. I'm glad you said that that's going to be I think that's coming up next in my presentation. So y'all are all on the right page Let me get a response from one or, one or two more and then we're going to move forward. So, someone else share. I'd say all I have to do is just like you said before, just get up and do it. I'm not the type to, I don't know, I just got to get up and do I just got to motivate myself to do it even though I don't want to. That's really it. Well, let me ask you a question. Because this is apply to everybody like I can sit here and tell you that I need to motivate myself to do something. But I can say that all day, that doesn't necessarily mean that I'm going to be motivated to do it. What's the one thing that you can do next that will be helpful. So probably motivate myself, you know, finishing that assignment could lead to passing that class, which is, which will leads one step closer to finishing my degree. I guess that's a way to motivate myself. Well, you know what, I appreciate you because you just walked right into the next the next question that I have there. What will happen if I continue to procrastinate? Sometimes you've got to think about that. You've got to think about if I continue to procrastinate, what would life look like? And I don't mean, you know, catastrophize and make oh my

gosh, I'm going to fail out school and I'm going to be homeless under a bridge. You've went too far. But think about like, what will happen if you continue to procrastinate. Like maybe, yeah, maybe it's that one assignment that you haven't gotten to and you're like, oh, well, I'm not worried about it as just one assignment. Ok. But will that bleed over into the next day when you have five more assignments? So now becomes more than one, now it's six or at the end of the week, maybe it's, you know, now it's nine and maybe two or three or a longer or you have a lot more work involved with them. So, you have to kind of think about what will happen if I continue to put these things off. So, in keeping with what some of you guys have kind of shared about what you're going to do, what's going to be your next step. I heard someone say prioritize. And I think that's great. One of the things that I've kind of come up with that I thought was helpful and useful is what's called the Eisenhower matrix. Dwight D. Eisenhower was the 34th president of the United States. And as the President, especially, you know, right after wartime, he had a lot of decisions that he had to make. So, this is actually something that he kind of came up with to kind of help him figure out and prioritize what's important. I usually kind of help people map this out. So, it would kind of lay the framework of okay, what's important and how I get this, get it done. So, sometimes this can be your next step. So basically, what you do is you get a plain piece of paper. Draw a line down vertically and horizontally. You will put critical in one, in one quad quadrant. Important, nice but not necessary, and then not important. Now let me show you how this works. This one is just set up, is pretty simple. And just, let's just say I have a test coming up. And, and right now, if my test is tomorrow, then studying for that test is critical. Because that is the most important thing that's happening in the next day or so. Also, I like to work out. So that's pretty important to me. My health is important, so I want to do that. On nice but not necessary, I want to hang out with my friends. I think that's important. Building those connections. Having people in your life that you care about, surround you and support you. And then last on my list under not important is laundry. And I say that because I hate doing laundry. I hate it, hate it, hate it. So, as you can see, it's just a simple, simple little matrix here. I have a kind of sectioned out in what's important and what's not. So, anything that goes in the critical side, I have to do first. Do you guys see how that works? And that of course, whenever I get done with my critical, I can move on to what's important, and then I can move on to nitrogen is not necessary. And then I can move on to not important. Now, let me show you how this works. So, let's say that. Ok, so today is, let's see today is Tuesday. So, laundries not really important, but maybe about. Wednesday. It moves from not important to nice, but not necessary because I don't want to do it. Like it's still not on the top of my list. But about Thursday, it moves to well, I'm running out of shirts, I might need to do something. And then of course, on Friday, all of a sudden, it's critical like I've, I'm out of close. Like I need to do something about this now. Now, I know it's just laundry, but the point I wanted to make is that you can move things from each quadrant. It can go up the list as needed, or it can go down the list as needed. Whatever you need to do to get things done. Now, again, this isn't something that's going to be like something's going to like internally motivate you. But it will externally motivate you because you can look at this and see, okay, it's breaking it down so you won't be overwhelmed. And you have one or two things that you need to get done during the day. And it kind of lets you know what's a priority. So, anybody have any questions or any thoughts about this matrix? Go ahead and unmute yourself and share please. I think that's a great idea, but like you said, I think it'll be better to add urgency on list just to show that things can change and stuff like that. So, it's good to be aware of that Yes, I agree. Thank you. Anybody else? I will say when we went over this, my journeys to success class, it seemed a little bit trickier than the way that you're explaining it. So, I definitely like the way that you explained it a lot more. Ok. Thank you. It's definitely very helpful in order to keep your priorities straight. And what

actually needs to be done, to what we necessarily don't need to do until it actually gets to that point. Yeah. Well, and I'll share this. A lot of times when I have students make this for me, or an instance, make it for themselves. I will have a lot of people, especially perfectionist, will tell me the not important quadrant isn't, is not a real thing. Because everything's important. And I'm like, whoa, everything is not important. There are some things that you're putting on that list that aren't as important as you think they are and you need to rethink that up. I feel like a lot of people, if you use this method, it will help you to really figure out like OK, where do I need to invest my time and what needs to happen first? Alright, so here are my quick tips. My ten tips for beating procrastination. The first one, of course, is to manage your time and establish your priorities. Again. You can do that and a simple Eisenhower matrix, as I've shown you there. Or if you have any kind of planner or any kind of bullet journal or whatever you want to use to manage your time to do that. That's going to be the first tip, your first line of defense for stopping procrastination. The second one is going to be to be reasonable with the expectations of yourself. Sometimes we that we gas ourselves up and say, oh, well, I got this and I'm going to do this in 15 minutes or I'm going to do this in an hour. And I really think if we took the time to evaluate ourselves, then we would know, you know, I know that I'm a slow reader. And I can say all day it's going to take me an hour to read this chapter. But in actuality, I know it may take me maybe 2, 2 and a half depending on how long it is. So be reasonable in your expectations of yourself. The next one is change your environment to minimize potential distractions. I know that we're living in this time of a pandemic and we don't have access to places as, as widely as we did before. But if you find that you are easily distracted in your room, then sometimes like if you're in a dorm, maybe it's going down to the kitchen area or maybe it's going to the study room and your dorm, or maybe it's gone to the library. I've even been told that some of the I think the coffee shop 'Think' is open. One of the Starbucks is open. So just changing your environment to minimize potential distract. Someone actually talked about the next one. Doing the worst first. Like not trying to save the worst of it to the end because you know that it's bad and it's coming. Sometimes the best part is to eat away at the worse. So, when you get to the end, everything else is going to be lighter and easier. And sometimes it's not even does all of the worst first. Sometimes it's just does a good portion of the worst first, maybe take a break and then do something else and come back and finish it. The next one, it's just start. A lot of times when we're procrastinating or we're avoiding things, we think it's going to be so bad and so heavy and a monstrosity, that we can't do it. So sometimes if you just start, you'll find that you'll hit this flow. And once you hit the flow, you'd be like, oh man, that was, I'm doing a lot better than I thought I was. And I'm getting a lot of this essay done or whatever the case may be. So sometimes for some people it's just to start. Another one is the 15-minute approach. And that is basically, you know, anybody can do anything for 15 minutes. I usually set my timer on my phone or I have an egg timer at home. And I'll sit for 15 minutes, and I'll just go really hard for 15 minutes. And then I'll take a five-minute break. Usually during my five-minute break, I am watching a YouTube video. But if you do 15 minutes, take a break, 15 minutes, take a break, 15 minutes, take a break. 15 minutes, take a break. That collected 15 minutes. There's a whole hour, whether it's an hour studying, or an hour on the assignment, whatever the case may be. Another one is monitoring your progress on the small steps. Give yourself credit, for like number one, give yourself credit for starting. This is for all my perfectionists out there. Give yourself some credit for starting. Make progress on the small steps. Maybe it's not like this big, beautiful paper that you did in one massive sit down. Maybe it's I wrote a paragraph of it today, or I wrote, you know, a page of my essay today and congratulate yourself on that. Because if you look at and be like, oh my gosh, this is seven pages and I'm just on page two. Then that's going to continue to add to that defeatist attitude, and further the

procrastination. So maybe it's just man. I rocked it on that, that first page, one page down. All right. The next is create a contingency plan. And that's simply just have a plan B, like yes. Sometimes you are going to procrastinate and you got to know that about yourself. Sometimes you are, but maybe it's okay. I'm going to work on this project on Tuesday from 2:00-4:00. Maybe life happens and, you know, during 2:00-4:00, maybe, you know, you're sick or you're you don't feel like it, are you watching TV or something happens during that time? If you look throughout, throughout your week, if you set aside that time from 2:00-4:00 on Tuesday, maybe set out some time on Friday. I know for me I'll call that my quote, unquote, catch all day. And so, I'll leave some room Friday afternoon to catch up on the things that I didn't get done in the week. So, had and that little contingency plan kind of helps you out. Next of course. Ask for help. If you're stuck on something or you feel overwhelmed, or you can move past it. You, there is so many resources, like on campus, and even within your own family, if you need help, just be sure to ask, don't sit there in it all by yourself, not know what to do or not knowing how to get started. Ask for that help. And then lastly, be persistent, but also be patient with yourself. This journey of moving past procrastination isn't something that's just going to happen overnight. Like, oh my gosh, I'm going to go to sleep tonight. I'm going to wake up. And it's going to be perfect and it's going to be fine. That's not how this works. So be persistent, be persistent in your in your pursuance, not to avoid, but also be patient with yourself. So, I'd like to say, thank you guys for chiming in and for joining me on this presentation. My information is up there on the screen. I am going to make a shameless plug. If you guys are struggling with avoidance or procrastination and you don't feel like you have the resources or you don't feel like, you know what to do or who to ask, be sure to contact us here at the counseling center because that's something that we can definitely help you with. I know that this semester is quickly wrapping up. And a lot of times people are in that situation where they feel, overwhelmed or stressed or panicky from putting things off. But I just wanted to let you know that we are a resource that can help and we're open to you guys if you need us.