

Understanding Your Procrastination Habits

Complete the Following Assessment to Reveal Your Procrastination Tendencies:

- Multiply the total response column by the corresponding weight to get the score for each column.
- Combine the 4 columns once weighted to get your overall score.
- Scores of 20 or more indicate your procrastination habits may be frequent and/or common.
- Once you have your results, consider what action steps you can take to avoid procrastination in the future.

| Statement | Strongly Agree | Mildly Agree | Mildly Disagree | Strongly Disagree |
|--|----------------|--------------|-----------------|-------------------|
| I usually find reasons for not acting immediately on a difficult assignment. | | | | |
| I know what I have to do, but I frequently find time to do something else. | | | | |
| I carry my books/assignments with me, but I frequently do not work on them. | | | | |
| I work best at the last minute when the pressure is really on to meet a deadline. | | | | |
| There are a lot of interruptions that interfere with me accomplishing my priorities. | | | | |
| I avoid forthright answers when pressed for an unpleasant decision. | | | | |
| I take half measures to avoid or delay an unpleasant decision. | | | | |
| I have been too tired, nervous, or upset to complete a difficult task. | | | | |
| I like to clean my space before working on a difficult task. | | | | |
| I find myself waiting for inspiration or motivation to study or work on tasks. | | | | |
| Total Response | | | | |
| Weight | x4 | x3 | x2 | x1 |
| Overall Score | | | | |

Reference: Florey, H.E. University of Alabama Counseling Center

Understanding Why You Procrastinate

Skills Deficits | If you are unsure how to do the task assigned, you will naturally want to avoid that assignment or task. Connect with your professor, peers, or the Academic Success Center for help these tasks.

Lack of Interest or Motivation | You may not always be interested in the material you are learning. Find a connection between a larger goal or interest in the subject.

Fear of Failure | You may be nervous about being unsuccessful. Develop your own definition of success and visualize yourself doing well and prepared to accomplish your tasks.

Rebellion and Resistance | You might feel compelled to rebel against your schedule, standard, or expectations. Focus on developing your own version of these goals.

What contributes to your procrastination habits?

Tips to Overcome Your Procrastination Habits

- **Find your ideal study environment.** Consider what setting works best for studying. Where can you best avoid distractions? Take note of places where you are most productive and least distracted. Consider the library, a coffee shop, or room you can reserve at the ASC.
- **Make a To-Do list.** Consider writing down what you need to accomplish. Find a style that works with you and keep it with you to refer to as needed. Consider using stick notes, whiteboards, or a digital to do list. Check out the ASC's Tiger To-Do List and Covey's Quadrants guides as resources.
- **Establish a routine.** Consider creating a weekly routine and set specific times to help you accomplish your tasks. Pick-up a free ASC Weekly Planner in our main reception area to guide as a resource. Be aware of your biological prime time! Consider when you have the most energy and feel the most productive.
- **Reward Yourself.** After you accomplish a task, consider how you can reward yourself. Make sure that your reward is focused on something that enjoy. Remember only reward yourself when you accomplished your desired task.
- **Divide and Conquer.** Consider breaking up your tasks into smaller pieces. Once you divide up your work, it will seem more manageable to accomplish your tasks. For example, if you have a lot of reading to complete, consider reading smaller sections each day. Look at the due dates far away and set mini deadlines for yourself to get things done by.
- **Use the tolerable ten.** If you have a task you find to be challenging, consider working on it in ten-minute increments. This will help you find your motivation to start a task and discover exactly what needs to be done.
- **Keep your study materials with you.** Consider keeping your notes, flashcards, and textbooks with you. This way you can study whenever you find you have some extra time. It also may be helpful to look at your planner or to-do list to get an idea of what tasks still need to be completed.
- **Try multi-tasking.** Consider combining items on your to-do list with tasks you enjoy. For example, you may find you can read a chapter for class. Consider logging the amount of time that you spend doing activities that will help you have a better understanding of what you spend most of your time on.
- **Switch tasks to stay focused.** If you notice you are losing energy on a particular subject area, switch to another to stay focused. For example, if you have an hour to devote to your academics, consider studying for one class for thirty minutes, and then working on an assignment for another class for the remaining thirty minutes.
- **Use your resources.** Consider utilizing Academic Coaching and Course Support Programs at the ASC to help you better understand your procrastination habits and take steps to address them.

Identify 2-3 tips above you will employ to overcome your procrastination habits.

1. _____
2. _____
3. _____