

## What's Your Excuse?

### Do I work well under pressure?

At a deadline, do you feel stressed, pressured or frazzled?  
 Do you feel you have 100 things to do and no time left?  
 Do you get headaches, stomach aches or other physical ailments as a deadline approaches?  
 Are you irritable, mean or crabby under pressure?







**If you answered YES to any of the above, keep reading!**




Procrastination happens to the best of us. But when it becomes a pattern of behavior that interferes with your academic performance or personal well-being, it may be a signal that something needs your attention. Identifying the reasons why you tend to procrastinate can help in overcoming them. Do any of the following excuses sound like something you've said?

- ❖ It's so boring – I don't want to do it.
- ❖ It's got to be perfect – I'm afraid I can't do it well!
- ❖ It's so overwhelming – I don't know where to start!
- ❖ I'm going to fail, so why even try?
- ❖ It's just the way I do things – I work best under pressure.
- ❖ I know it's important, but I can't find the time?

## I know why I do it. Now what?

### Quitting Procrastination

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<p><b>Create a plan</b></p>  <p>Break your tasks into manageable mini-tasks or steps and prioritize them. This will allow you to focus on the most important items and not feel overwhelmed by all that you have to get done.</p>	<p><b>Work one hour</b></p>  <p>Work one hour without distractions on your task and see how much you accomplish.</p>	<p><b>Make a calendar</b></p>  <p>Chart deadlines for each mini-task that you need to complete. Having the small steps written down gives you structure and a direction to getting your work finished.</p>
<p><b>Ask for help</b></p>  <p>There's no reason to be ashamed to ask questions or to seek help. Make use of the resources available to you before you're facing crunch time.</p>	<p><b>Make a contract with yourself</b></p>  <p>Creating a contract to complete a task and re-reading it when you feel yourself making excuses can help to keep you on track.</p>	<p><b>Relax your personal standards</b></p>  <p>Rather than aiming for perfection, make it your goal to improve with each attempt. This goal rewards your effort and allows for failure.</p>

 <p><b>Set boundaries</b></p> <p>Say no to distractions and people who demand your time when they don't align with your priorities.</p>	<p><b>Face your fear of failure</b></p>  <p>Focus on your positive traits using positive self-talk to help change your perceptions. Think of talking to yourself like you would if you were encouraging a close friend.</p>	<p><b>Reward yourself</b></p>  <p>All work and no play make for a boring student life. Build in rewards for yourself through your plan and calendar so you have something to look forward to after all of your hard work.</p>
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## Overcoming Procrastination

Assignment	Why Do I Avoid this Assignment	Action(s) I will take to Complete the Assignment	By When/ Deadline