Procrastination occurs when you postpone tasks. People procrastinate for different reasons. Three basic types of procrastinators are:

- **Arousal types or thrill-seekers**: People who wait to the last minute for the euphoric rush.
- **Avoiders**: People who may be avoiding fear of failure or even fear of success. In either case they are very concerned with what others think of them; they would rather have others think they lack effort than ability.
- **Decisional procrastinators**: Those who cannot make a decision. Not making a decision absolves procrastinators of responsibility for the outcome of events.

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**Anti-Procrastination Strategies**

- **Look at the effects** of procrastinating versus not procrastinating. Weigh the consequences of your efforts. Prioritize. Don’t allow guilt to interfere with the facts.
- **Accept the responsibility** for meeting your own goals. Don’t let “I should’s” rule your life.
- **Set reasonable goals**. Ask yourself “How much time will it really take me to accomplish this?”
- **Break the task into smaller parts**. Small steps are more achievable.
- **Get started whether or not you “feel like it”**. Your assignments won’t magically disappear.
- **Ask for help**. Yes, it’s OK. Utilize available resources.
- **Tell someone you plan to get something done**. (and celebrate with them when you are done)
- **Don’t expect perfection**. Only spend as much time on your project as it deserves.
- **Reward yourself** for completed tasks. We all need incentives.

**Other “time traps” to avoid**:
- Studying in a distracting location.
- Taking on too many tasks and projects.
- Saying “yes” when you don’t have the time.
- Studying at a bad time of day.
- Not curbing your social time.
- Not thinking ahead.

Source: http://appl003.lsu.edu/slas/cas/nsf/index

**To-Do Questions**

- List out what stands in your way
- What is in your power to change?
- What resources outside yourself do you need? Resources are not all physical (i.e. tools and money), and include time, people and attitude
- What will happen if you don't progress?