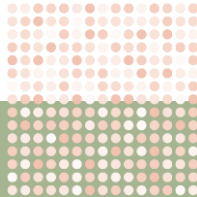




GLION SELF-HELP SERIES

Learning Support



Overcoming procrastination



Everyone procrastinates sometimes — putting things off until “later” feels easier than starting now. But procrastination can lead to stress, rushed work, and lower grades. The good news? You can beat it with simple, practical strategies.



What is procrastination?

Procrastination is the habit of delaying important tasks, even when you know they matter. It often happens because of:

- Fear of failure or perfectionism
- Feeling overwhelmed by large tasks
- Poor time management or lack of motivation
- Distractions or fatigue

Why it matters?

Procrastinating can:

- Lead to last-minute pressure and mistakes
- Increase stress and anxiety
- Damage academic performance
- Prevent you from reaching your potential



Step-by-step: how to overcome procrastination

1 Recognize the pattern

Ask yourself:

- What tasks do I avoid most often?
- What excuses do I use? (“I work better under pressure,” “I’m not ready yet.”)
- When does it happen — morning, evening, after class?

Identifying your triggers helps you take control.

2 Break tasks into smaller steps

Big projects can feel impossible — so divide them into mini-tasks.

Example: Instead of “Write my essay,” try:

1. Find 3 sources
2. Write introduction
3. Draft first paragraph
4. Check references

Small wins build momentum.

3 Use the “5-minute rule”

Tell yourself you’ll work on something for just five minutes.

Often, once you start, it’s easier to keep going — starting is the hardest part.

4 Remove distractions

- Put your phone on silent or in another room
- Close irrelevant tabs
- Use focus apps like [Forest](#) or [StayFocusd](#)
- Study in a quiet, tidy space



5 Use time-management tools

- **Pomodoro Technique:** 25 minutes of focused work, 5-minute break
- **2-Minute Rule:** If a task takes less than two minutes, do it immediately
- **Task Lists or Planners:** Prioritize and check off completed tasks

6 Reward yourself

Set small rewards after finishing each step — coffee, a walk, or 10 minutes of social media.

Positive reinforcement turns effort into habit.

7 Challenge negative thoughts

- Replace “I can’t” with “I’ll try for 10 minutes.”
- Perfectionism causes paralysis — aim for progress, not perfection.
- Remember: your first draft doesn’t need to be perfect; it just needs to exist.





Tips & Tricks

Start with the easiest task to build momentum

Study with others: Accountability reduces procrastination

Use deadlines: Self-imposed mini-deadlines keep you moving

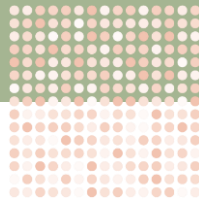
Visualize success: Imagine the relief of finishing early

Forgive yourself: Everyone procrastinates — restart, don't give up



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