

5. Take a stand - Commit yourself to doing the task. Write yourself a contract and sign it. Better yet, tell someone about your commitment and report your progress regularly.

6. Use reminders - Write notes to yourself and put them in obvious places like on the refrigerator, bathroom mirror, TV.

7. Reward yourself - Do something nice for yourself when you're done. Promise yourself a movie, time for a favorite activity, or anything you would consider a treat. Self-reinforcement has a powerful effect on developing a "do it now" attitude.

NOW is the time to get started. Good Luck!

Counselors can help you develop strategies for success. Call 398-5471 or stop by the Student Development office to schedule an appointment.

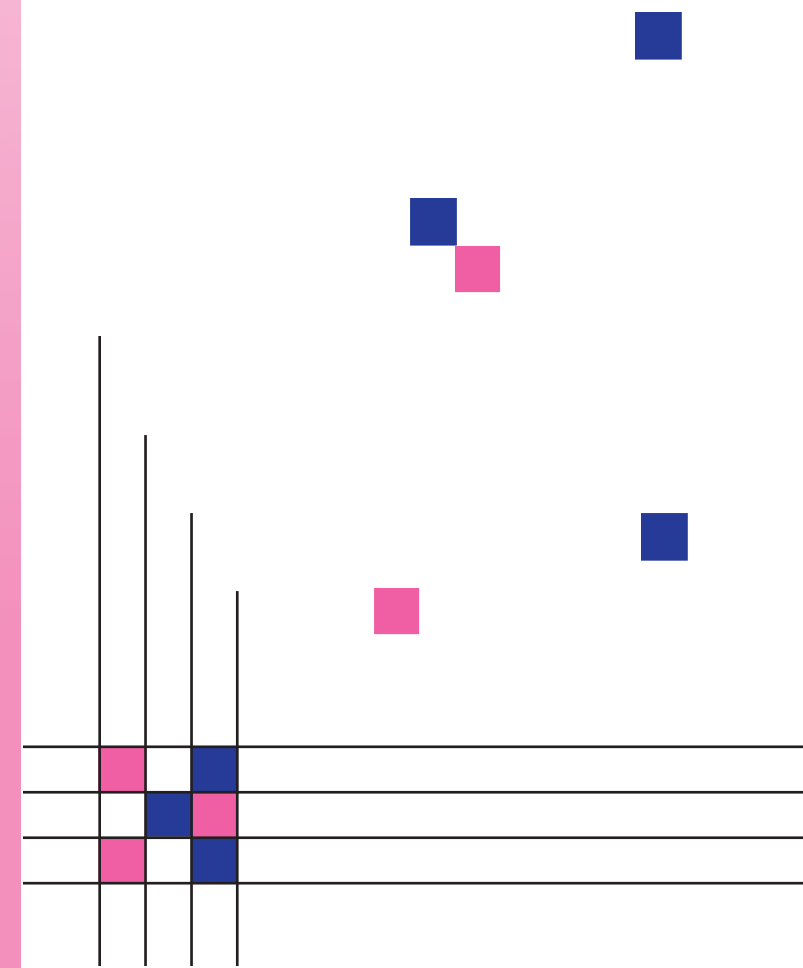
Credit and non-credit classes are available. Check the latest credit class schedule and Continuing Education bulletin for locations and times.

"Time Management" Kirkwood Counseling Brochure

This handout is part of a Self-Help Information Series written by Kirkwood Community College Counselors, Cedar Rapids, Iowa. (319) 398-5471 or (800) 332-2055 ext. 5471.

Please share this information with family, friends and classmates.

Procrastination



How to Move Off “Dead Center”

Do you delay writing your term paper until the night before it is due? Do you cram for the final exam into the wee hours of the morning? Have you put off asking someone for a date until the day of the party?

Procrastination plagues all of us to varying degrees. For some of us, it is an occasional problem in some area of our lives. For others, it is a chronic problem that results in missed opportunities, unsatisfactory performance and increased stress. Habitual procrastination, putting things off because you can't bring yourself to do them, may be the number one reason for failing to achieve a rich, fulfilling life.

P.Q. Quiz

Check Your “P.Q.” Respond to these statements to determine your “P.Q.” (Procrastination Quotient):

1. I usually find reasons for not acting immediately on a difficult assignment.

Rarely Sometimes Frequently

2. I know what I have to do, but often find that I've done something else instead.

Rarely Sometimes Frequently

P.Q. Quiz cont'd

3. I carry my books / work assignments with me to various places intending to use them, but do not follow through.

Rarely Sometimes Frequently

4. I work best at the last minute when pressure is really on.

Rarely Sometimes Frequently

5. I delay doing necessary things because I'm not in the mood to do them.

Rarely Sometimes Frequently

6. I tell myself repeatedly, “Tomorrow I'll start my diet” or other project.

Rarely Sometimes Frequently

7. I don't make good use of the available time to get things done.

Rarely Sometimes Frequently

8. I find myself waiting for inspirations before becoming involved on most important study / work tasks.

Rarely Sometimes Frequently

Scoring: Give yourself one point for each “rarely” response, two points for “sometimes”, and three points for “frequently.”

8 -12 Occasional procrastinator

13 -18 Moderate procrastinator

19 -24 Severe procrastinator

Causes

Procrastination is a bad habit. People procrastinate for many reasons: fear of success, depression, shyness, inadequate information, indecision, stress, fatigue and disorganization. The reason for delaying any important project is generally that it is overwhelming, unpleasant, or difficult. Some people procrastinate because they are perfectionists and endlessly rewrite a term paper and risk not finishing on time.

Remedies

Tackling the problem of procrastination requires willpower and positive thinking. Here are some simple methods to help combat this bad habit.

1. Positive self-statements - Tell yourself “There is no time like the present” and “The sooner the better.”

2. Design clear goals - Think about what you want and what needs to be done. Be specific and realistic. Setting your goals too high can scare you from starting.

3. Set priorities - Write down all the things that need to be done in order of their importance. The greater in importance or urgency, the higher their priority.

4. Use the “Swiss Cheese Method” - Big projects can be overwhelming. Divide a project into smaller and more manageable parts. Then tackle the sub-parts piece by piece.