

# PRACTICAL STRATEGIES TO STOP PRACRASTINATION



## What do I need to do?

1. Prioritize
  - a. Make a To-Do List or goals you need to work on! The prioritize the list of task from most to least important
2. Grade
  - a. Break tasks into smaller steps or 'chunks' to help you achieve your goals!
3. Tell-time
  - a. Accurately estimate how much time each step of each task will take.

## Contracting & Accountability

Create a contract with a rewarded outcome to reinforce productive habits, and help you achieve your goals.

## Goal Setting

Goal setting is a great way to help you organize your time and stay motivated. Reflect on your life and values! Think about what is important to you and set the goals!

## How can I do it?

Worst-First  
Using Momentum  
Just 5-Minutes  
Set-Time Limits  
Prime Time  
Prime Place  
Visualize  
Rewards

## Motivation!

- Take care of yourself!
- Set goals
- Help yourself focus
- Learn to say "NO"
- Visualize Success
- Ask for help!

**Academic Coaching is available at the UTC!**

<https://calbaptist.edu/tutoring-center/>  
951.343.4349

