



**TRiO Student Support Services**  
South Dakota State University  
*You can go anywhere from here!*

**TRiO Student Support Services**  
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## *Techniques to Manage Procrastination*

- 🕒 **Set Priorities:** Focus on one project at a time. Prioritize based on deadlines or importance of the project.
- 🕒 **Break the Task Down into Little Pieces:** Create a list of small steps that will help you accomplish your goal. Then complete the task one step at a time.
- 🕒 **Reward Yourself When You Accomplish a Small Goal:** Set a time period to dedicate to studying or completing one or two small steps. When that step(s) is complete, take a break — call a friend or go for a walk.
- 🕒 **Use a Schedule or Planner:** Create an assignment and test schedule, then plan your time each week to prepare for those tasks. Highlight times that you will use to study, then stick to it!
- 🕒 **Learn How to “Tell Time”:** Monitor how long it takes you to complete certain tasks. When planning time to complete tasks, be sure to schedule 1 1/2 time more than you think it will actually take to complete a project.
- 🕒 **Optimize Your Chances for Success:** Use the small breaks of time that you have during the day. If you have an hour break in between classes, use that time to review information from the previous class rather than watching TV.
- 🕒 **Delegate, if Possible:** You don’t have to do everything yourself. Work with study partners on homework or with another group member on activities for a student organization. By working with others you can divide tasks among the group and can utilize each other’s strengths.
- 🕒 **Just Get Started:** Jump into a new task! You can always make revisions to improve the project later. The longer you sit and think about a project, the harder it will be to start it.
- 🕒 **Look at What You Have Accomplished:** You can’t do it all in one day! Review what you have accomplished each day, then plan your next step. Make lists and check tasks off of those lists so you can easily see your progress.
- 🕒 **Be Realistic:** Know that each person has limits to what s/he can do. It’s very difficult to work full-time, go to school full-time, and be involved with activities. Know what you can reasonably handle, and be prepared to take on fewer responsibilities if necessary.