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**Strategies to Prevent Procrastination\***

**Student Learning**

**Take Action**

Sometimes just doing something creates the mood and momentum to continue, so decide to just do something, anything to get you going.

**Salami Technique**

Slice a task or goal down by function and time, getting down to smallest unit. For example, a long reading assignment in a difficult subject can seem intimidating and easy to put off, divide it into shorter sections and take breaks and reward yourself between them.

**Five minutes**

Spend just 5 minutes on a task, and then see if you’ve managed to make headway on it.

**Related tasks**

Do something related; the back door approach. For example, if you have to start a project maybe decide to just go talk to someone about it; this in turn may lead you to the library because they suggest a book.

**Worst first**

That particularly boring or difficult task is easy to put off, in fact you'll do anything not to get it done, but better to get it out of the way.

**Make commitments**

An oft-used excuse is "I work better under pressure". So create pressure. Tell people you plan to get something done, and then they'll ask if you got it done.

**Set Goals**

Setting achievable goals helps keep you on track and gain a sense of accomplishment from the work you perform.

**Reward Yourself**

Be kind to yourself when you reach a goal – enjoy a coffee break or a bar of chocolate.

**Change Subjects**

Keep it fresh by changing subjects regularly.

\*based on info from TCD Student Learning development website http://student-learning.tcd.ie/