Procrastination and Motivation:

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Do you put off doing things like studying for a test, starting on a written assignment or doing your homework? From time to time, most of us put off doing tasks we find challenging or uninteresting, but if you do this on a regular basis and if it is

- 3. The are calendars, agendas and lists! Using these tools will help you accomplish your tasks.
 - Make sure you write down ALL of your homework, long-term projects, tests, etc. into your agenda book. As you finish off each item, cross it off your agenda.
 - For those larger projects or when studying for tests, break down the tasks into smaller steps and then LIST what needs to be done today, tomorrow and so on. The most logical place to write this down would be into your agenda, but you may prefer to keep your to-do list in a notebook, larger wall calendar or on an electronic device. It doesn't matter what tool you use, but it is very important to make these lists.

Finally, don't forget to yourself for a job well done. For instance if you have difficulty starting on that big science project, use the strategies listed above, break the project into smaller items and then each time you finish a step successfully, reward yourself. Small rewards for small steps, e.g., calling a friend or playing a game for 20 minutes, and bigger rewards for finishing the whole project, e.g., going to a concert but when you have reached your goals.

It takes effort to change the 'Procrastination Game' to the 'Get Started Game'. The above tips and suggestions will help get you started02 Tm()TJETEB63 Tm()TJET EMC PMCSUS