



# How to Avoid Procrastination

*Procrastination is the act of delaying or putting off tasks until the last minute, or past their deadline.*

## Envision

While you are delaying a task, envision the amount of stress that you will experience while finishing it at the very last minute.



## Prioritize your Tasks

You must understand the significance of every task and complete them in the order of importance



## Make a To-Do List

Invest your time in making a list of tasks that you are supposed to do. Writing them down will help you keep track of them and feel responsible for completing them



## Set Your own Deadlines

Do not wait till the last day before the deadline to finish something. Set your own deadlines ahead of the assigned one. This will help you speed up your activity



## Start Right Away

Do not wait for the right state of mind to start off. Get started right away. Once you start a task, you will be compelled to complete it.

## Set Rewards for Yourself

Give yourself the opportunity to do something that you enjoy after you have completed the task.

## Manage Distractions

Assign yourself a period of time during which you turn off all distractions, such as music, television, and social networking sites. Use that time to focus all of your attention on the task at hand.



## Set Boundaries

We often fail to follow our set routines because our friends invite us to a party or come over. Learn to say no and make your friends understand that you are prioritizing important tasks.