

Procrastinate No More!

1. Prioritize:

What is the most important assignment? _____

Which one is due first?

2. Set small clear goals.



3. Use a time schedule.



4. Estimate the amount of time it will take to complete a task.

Task: Time:

5. Break down larger tasks into smaller parts.

Science Paper

1. Research at library
2. Organize info.
3. Outline paper
4. Rough draft
5. Edit the final copy

6. Start!

Just do it!



7. Recognize what you have accomplished.



8. Give yourself a small reward for each part completed.

A favorite snack _____

A favorite song _____

A short break _____