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## Procrastination – or putting things off (in this case study)

- > This is very common – usually because people are fearful of their capacity to do the job.
- > It can be a warning that you are not managing to put your study time to good use and aren't confident.
- > Maybe you are talking yourself out of studying. If you are using words like never, can't, unfair, don't like or should, in relation to your work look more carefully at what might be stopping you studying.
- > Talk about how you are feeling to someone who can help you think or see things more clearly.
- > Remember that to get things done when you are busy you have to plan.
- > Plan to begin the most urgent/important things first, and plan to finish them.
- > When the pressure increases to get things done you will need to plan even more carefully in order to succeed.

Whatever happens make sure to start studying when you plan to, this helps avoid procrastination.

Don't try to be perfect, aim for adequate, then **if you have time** polish up the result and make it better.

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