

Self-reflection You Know Yourself Best!	• What tasks do I procrastinate doing: reading, homework, boring tasks, researching, writing papers, going to class, scary things? • Where do I procrastinate: my room, library, with friends? • How do I fill my time when I procrastinate: TikTok, social media, text messages, YouTube, video games, hanging out? • When do I procrastinate: getting started, getting stuck, feeling the work is imperfect? Finishing? • Why do I procrastinate: not interested, feel overwhelmed, not knowing how to start or complete, bored with material? • What strategies have worked for me in the past?
Set Yourself Up for Success	• Find your ideal workspace where you “go to work” • Create routines by putting consistent study times into your calendar • Limit distractions: phone out of sight, turn off notifications, close tabs, use apps to block distracting websites • Identify and bring what you need for working on the assignment • Don’t wait till you feel motivated; motivation stems from action!
Make a Plan	• Write down your priorities for the day/week-what must get done • Create a visual calendar with your classes, meals, jobs, exercise, friends • Identify your free blocks of time • Decide what work fits into those time blocks • Set specific goals for each study session
Get Started	• Divide & Conquer: break assignments into smaller, manageable steps • Focus on the first step of an assignment to avoid feeling overwhelmed • Commit to working for just 5 minutes to get yourself started • Begin with simpler tasks to build momentum
Keep It Going	• Create a “later to do” list when you are tempted to change tasks • Use the Pomodoro method of timed study for 25 minutes and 5-minute timed break, and another 25 minutes of timed study • Set up a reward system for completing tasks • Make tasks into a game setting points for progress and completion

Adapted by UNH’s Center for Academic Resources from Center for Teaching and Learning at Stanford University: academicskills.stanford.edu

Determining your Personal Toolkit of Strategies

STRATEGIES I WILL USE	DETAILED REFLECTION

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