

DEALING WITH PROCRASTINATION



When your study session approaches, you may often find that you suddenly want to do something else. You may want to start cleaning your room, or make some tea, or 'just quickly' phone or SMS a friend. This is called procrastination. You are trying to avoid starting to study. To combat procrastination, do the following:

1. Write down the thing or things that you suddenly find you want to do. Tell yourself you will make time for them afterwards.
2. Remove all distractions before you start.
3. Collect all your study materials and arrange them on your desk before your session starts.
4. Use a kitchen timer. Set it for 15 minutes. Anyone can concentrate for just 15 minutes, right? Study for this period until the timer goes off.
5. Take a 5-minute break and give yourself a small reward. The reward can be to make a cup of tea, do a couple of stretches or have a small snack. Always get up from your chair. But remember, your reward should not take up more than 5 minutes.
6. Now set your timer for 20 minutes. After that take another 5-minute break.
7. Set your timer for 25 minutes. This time you may take a 10-minute break.
8. Set your timer for 30 minutes. When your timer goes off, congratulate yourself and relax – you have managed.