



FORMAN CHRISTIAN COLLEGE  
(A CHARTERED UNIVERSITY)

Estd 1864

Lahore- Pakistan



## Campus Counseling Center

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# Procrastination

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“It is an undoubted truth that the less one has to do, the less time one finds to do it in. one yawns, one procrastinates; one can do it, when one will, and therefore one seldom does it all.”

**Lord Chesterfield, Letters to his Son.**

**P**rocrastination involves to delaying or postponing something important that is to be done. It is a behavior that leads towards anxiety, stress, guilt, insufficiency, and depression.

### **An individual finds it difficult to start a piece of work.**

- A provoking blame fouls up your relaxation time.
- Checking emails, cleaning room or keeping yourself busy in less important tasks or pretending to be busy.
- Having a mental tasking by dreaming and thinking of novel and creative ideas about submitting the assignment or to come up with perfect work.
- Self-critical approach to completing the tasks.
- Losing control over oneself at the eleventh hour.
- Sensation of tiredness and exhaustion which actually is pointless.
- Worrying and being stressed out by the problem rather than focusing on solution.
- If some of these factors relate to you, this indicates that one way or another you procrastinate.

### **Why do individuals procrastinate?**

- Lack of time management skills.
- Difficulty in prioritizing work.
- Overburdened with work.
- Constant anxiety for work.
- Making unrealistic and impractical goals.
- Poor management and planning.
- Failure to understand the aim of assignments.
- Overly concerned with not doing things the way they were planned/in the correct way.
- Perfectionist behavior.
- Getting bored with things easily/inability to sustain concentrate on things for long.
- Escape or avoidance of tasks because of their complexity or lack of excitement in it.
- Fear of evaluation and constant concern for failure and not meeting one's own standards.

## **How can you overcome procrastination?**

Procrastination is one of the problems that a lot of us are faced with, but it can be managed by learning and improving time management and organizational skills.

### **Useful guidelines:**

- Agree that nobody would solve your problems with a magic wand; you have to do the required work yourself.
- Make your own realistic standards and expectations with respect to your own capability.
- If any modification is needed in the plan to make things easier, do it!
- Set goals which are realistic and practical in nature for prioritizing
- Identify goals and make practical decisions about how to prioritize and do tasks accordingly.
- Make a list of your tasks and break them down according to your convenience. Have a small “To Do List” on your wall or on your desk. For every task have some sub steps to crack it. For e.g., to read a chapter; to write a page at a time; to work for 45 minutes , to take a 15 mints break and then do 45 minutes of work
- Reward yourself for encouragement after completion of every target you set for yourself.

**For further information contact:**

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