The Seven Day Anti-Procrastination Plan

Monday
Make it meaningful.

What is important about task?
List benefits of completing task.

Tuesday
Take it apart.

Break big assignments into a series of small parts.
Make a list and cross off as completed.

Wednesday
Write it down.

Schedule due dates for each task.
Put them on your calendar.

Thursday
Tell everyone.

Announce your intention to get the job done.
Make your friends, instructors, roommate, parents . . . . "the world" be your support group.

Friday
Find a reward.

Construct rewards carefully.
Be willing to withhold them if you do not complete the task.

Saturday
Scratch it off, now.

Do it immediately when you catch yourself procrastinating.
No more gradual approach; get it done.

Sunday
Say no.

Does the task really have to be completed?
If you realize that you never intended to do something, quit telling yourself you will.

Adapted from: Ellis, David. Becoming A Master Student, College Survival, Inc. 1991