# Why Are YOU Procrastinating?

Procrastination comes in many forms. Use this flowchart to help you determine the cause of your procrastination and what you can do to overcome it. Start by reading the quotes at the top of the chart and checking off anything that sounds like you. Follow the arrows from there to find your solution.

## Feeling Overwhelmed

**CHECK ALL THAT APPLY**

- ❑ "I have so much to do; I don't even know where to start."
- ❑ "There's no way I can get this done in time."

**SUGGESTIONS**

- ❑ Break large assignments up, so they are smaller and more manageable.
- ❑ Use a planner to help you manage your time.
- ❑ Create a schedule. Having a regular study schedule will make it easier to get started and stay focused.
- ❑ Give yourself plenty of time to work on your assignments.

**TO-DO**

- ❑ Ask your instructor for guidance during office hours. See page 25 for tips on talking with your professors.
- ❑ Get advice on study skills at the PARC in Lassen 2200 .
- ❑ See pages 18 - 20 for time management tools, and effective planner tips.
- ❑ Check out page ____ to avoid burnout!

## Dealing with Distractions

**CHECK ALL THAT APPLY**

- ❑ "I really should work on my paper, but I need to do laundry."
- ❑ "I'll just respond to this text really fast."
- ❑ "I can always do my assignment later."

**SUGGESTIONS**

- ❑ Choose a study location where you will be the most productive, and study there as much as possible.
- ❑ Turn off cellphones and internet access if not needed.
- ❑ Create a schedule. Having a regular study schedule will make it easier to get started and stay focused.
- ❑ Set boundaries. Let others know that you won't be available during study time.

**TO-DO**

- ❑ Study on campus in locations like the library and AIRC.
- ❑ See pages 18 - 20 for time management tools, and effective planner tips.

## Need More Information

**CHECK ALL THAT APPLY**

- ❑ "I don't know what I'm supposed to do."
- ❑ "These instructions don't make sense."
- ❑ "I don't know how to do this."

**SUGGESTIONS**

- ❑ Go back through the syllabus or instructions to make sure you're not missing something.
- ❑ Go to professor's office hours for clarification and guidance. If you can't make it to office hours, try catching them before or after class, or e-mailing.
- ❑ Make sure to ask for clarification early.

**TO-DO**

- ❑ Ask your instructor for guidance during office hours. See page 25 for tips on talking with your professors.
- ❑ Afraid to make contact? See page 26 for help with expanding your comfort zone.

## Loss of Motivation

**CHECK ALL THAT APPLY**

- ❑ "I just don't want to do this."
- ❑ "I don't care if I pass this class or not."
- ❑ "This is so boring."

**SUGGESTIONS**

- ❑ Keep your ultimate goal in mind, and remind yourself of it often.
- ❑ Surround yourself with people and places that remind you of what you want and whom support you.
- ❑ Meet with a counselor to help you resolve more serious issues affecting your motivation.

**TO-DO**

- ❑ Don't have a goal? Use page 21 to help you set one.
- ❑ Check out the Career Center in Lassen 1013 for help choosing a major or career path.
- ❑ Use page 24 to help you figure out what your motivations are.
- ❑ Find a supportive mentor through "U" Mentor (csus.edu/sacstateumentor).
- ❑ Seek counseling with CAPS in the WELL.

## Fear of Failure

**CHECK ALL THAT APPLY**

- ❑ "It doesn't matter if I study, I'm not going to do well anyway."
- ❑ "What if I don't get a good grade?"
- ❑ "Nothing I do is good enough."

**SUGGESTIONS**

- ❑ Rethink your and other's expectations. Are they unrealistic?
- ❑ Remember that progress is more important than perfection.
- ❑ Remember that "failure" is part of the learning process. Learning from our mistakes can make us stronger.

**TO-DO**

- ❑ Could you be sabotaging yourself? Use page 29 to find out.
- ❑ If this is negatively affecting all aspects of your life, try meeting with a counselor in the WELL.

**See full list of campus resources and locations on page 31 - 32.**