

MANAGING PROCRASTINATION ACTIVITIES

Consider the following tips to better manage the urge to engage in procrastination activities.

Minimise distractions

- Turn your phone off when you are trying to work. Getting calls can often derail your attempts to stay focussed on the task at hand. Check messages or emails at a designated time instead e.g. once every hour
- When using your lap top or computer close all distractions e.g. Facebook; Instagram; Snap chat; Twitter; WhatsApp; Skype etc. Having these notifications pop up when you are trying to focus on getting work done can be very distracting
- Use a dedicated browser for work & study & a different one for casual & leisurely surfing of the net. The latter is often filled with open tabs, book marks & favourite pages that can be very hard to resist
- Use the technology to stop yourself from checking websites that become time wasters <https://www.proginosko.com/leechblock>
- When trying to work, do so in a place that is relatively free from distractions i.e. don't work in a place where you have easy access to your procrastination activities e.g. put your phone in another room; unplug your play station or x-box & remove it from sight; don't work in the lounge room where the TV is easily accessible
- Use headphones while working to block out noise
- Close the door to your office when working. It can be very distracting if you see & hear people milling about & talking with each other when you are trying to complete something you tend to avoid doing

Enlist the help of others

- Let others know that you are trying to work so they don't interrupt you or lead you astray. If your family, friends or co-workers know you are aiming to complete a task, that can indicate to them not to ask you to watch a movie, go to the gym, stop for a coffee or lunch or have a casual conversation. In this way they can also decline any invitation you may make to do the same things!
- By telling others it means you are making a public declaration of what needs to be done, which in turn can help you to get more serious about tackling the necessary tasks
- Ask others to help you stay on track by checking in. This makes you accountable not just to yourself but to others as well
- Ask others for help with completing tasks. You don't always have to do it on your own.

List the ways you are going to manage your urge to engage in procrastination behaviours