



# PROCRASTINATION & TIME MANAGEMENT

It is common for university students to have to balance different aspects of life. Whether it's important tasks at school, work, or personal goals, many struggle to get started and complete things on time.

Let's learn more about procrastination and time management!



## TRIGGERING EVENT

e.g. A few deadlines are approaching!





AM I...

Procrastinating  
or Resting?



Everyone of us needs rests and pleasurable activities. Sometimes, it's okay to spare time to enjoy and recharge!

If you choose to rest intentionally and feel recharged afterward, the activities are not problematic. However, if the activities are forms of avoidance, it's probably procrastination.



Pleasurable or thrilled

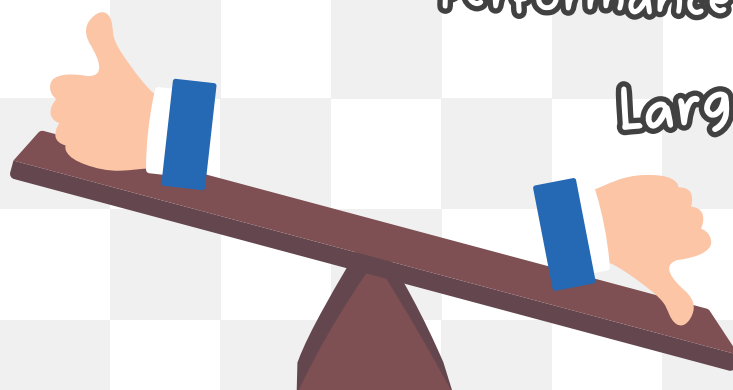
Feeling even more stressed

Temporary relieved from stressful thoughts and emotions

Self-blame, even less confident in one's ability to manage tasks

Performance affected

Larger workload



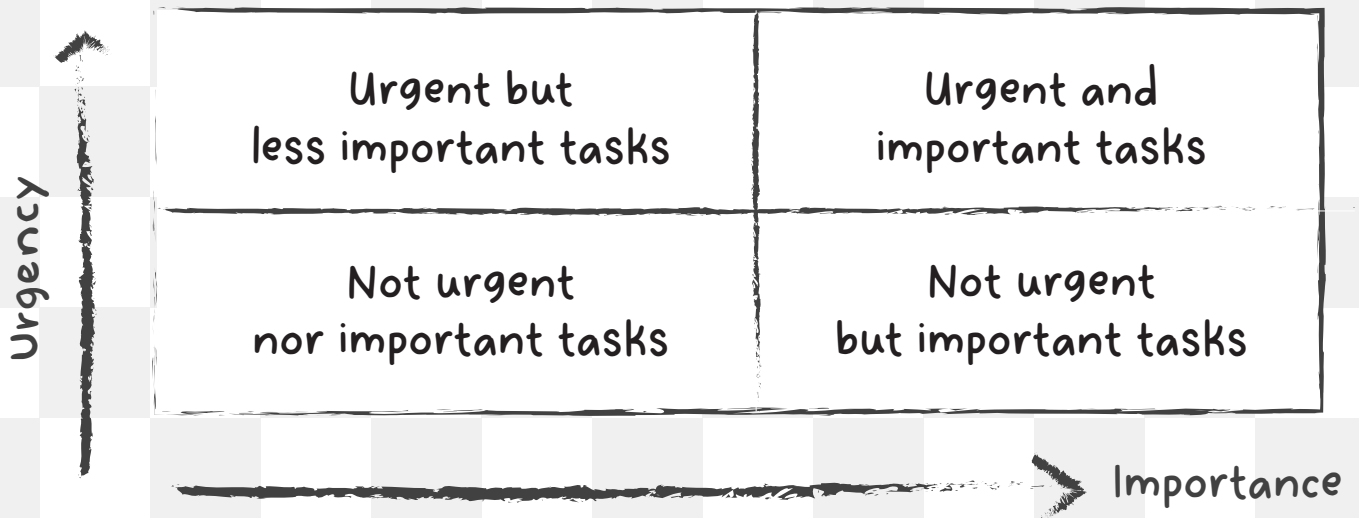


## Exploring skills in time and stress management

1

### Make a table and prioritize

The table makes it easier to make informed choices than a to-do list!



2

### Breaking complicated tasks into small concrete steps

3

### Five-minute Rule

Try doing the task for 5 minutes first, and then check in how you feel, see if you need to take care of yourself or if you could continue.

4

### Stick to our plan, Stop working when time is up! (Be STRICT!)

1. Avoid overworking and burnout.
2. Overworking hinders our motivation to work again the following day!
3. Rest and recharge when time is up, even when you still want to work a little bit more.

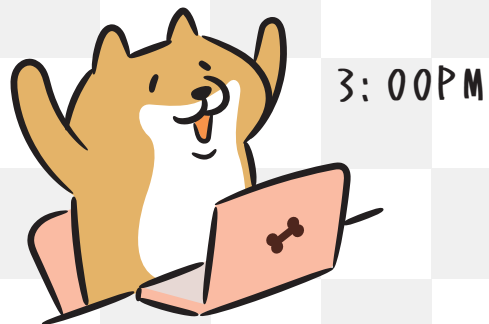
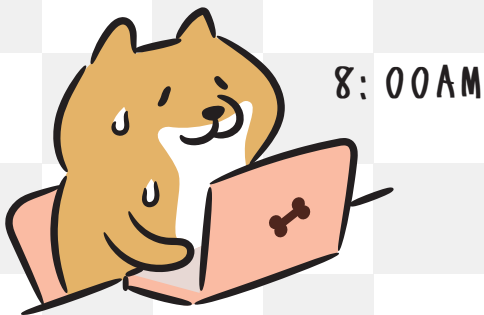




## Observe - when is your best time to work?

5

- Observe when and where you are in a better state throughout the day, and try to allocate time for more complex or important tasks during those periods.
- Scheduling complex tasks during times when you're not feeling your best can increase difficulty and take longer; as a result, it's easier to feel discouraged.
- Arrange simpler tasks during times when you're not at your best: they are easier to complete and can provide a sense of accomplishment.



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## Reward ourselves after each step!

- Appreciate and admire our effort willingness to try.
- Affirm our sense of accomplishment and nourish our motivation.
- Pleasurable activities and treats to stimulate ourselves and to avoid burnout.



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