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Essential Tips courtesy of Co-Op Education Centre & Job Placement Centre

Overcoming Procrastination

By Destenie Chua



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"Most of us spend

too much time on

what is urgent and

not enough time on

what is important."

- Stephen R. Covey

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#1: List Your Priorities

Decide what is important to you

- Be clear on what is important to you.
- Ask yourself, "If I could only focus on one thing in my • life, what would it be?" – The answer will be your Top Priority.

List 4 others to complete your list of priorities

- Examples of aspects that may be of importance are:
 - Career
 - Health
 - Education
 - Family
 - Finance

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"Concentration

is the secret of strength."

- Ralph Waldo Emerson

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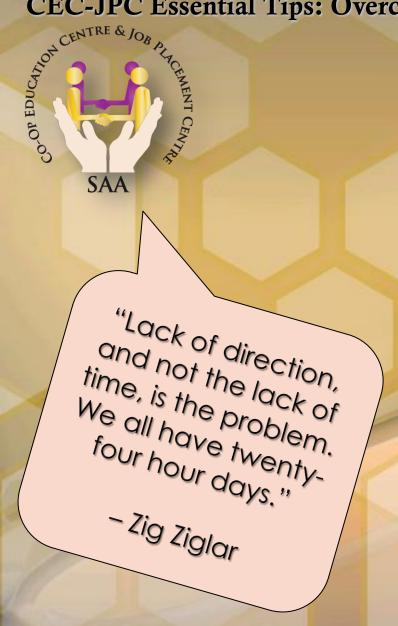
#2: Spot Your 'Friendnemies'

• Know who are the 'friendnemies' blocking you from success

- 'Friendnemies' are what we call your enemies who are disguised as friends.
- They may give you what you think you need, but hold you back on what you should be doing.
 - i.e. TV, social media sites (Facebook, Twitter, 9Gag, etc.) and blogs

<u>Identify them</u> and make a list of your Top 5 worst enemies.

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#3: Do Less

• Do things that matter most

- Learn to slow down.
- See what needs to be done.
- Focus on it.

• 'Less is the new more'

• Rather than doing more things of lesser value, <u>do</u> lesser things with <u>more value</u>.

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"Procrastination is

like a credit card;

it's a lot of fun until you get the bill."

-Christopher Parker

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#4: Follow the 'Two-Minute Rule'

• What is the Two-Minute-Rule?

- When something comes up that takes less than just two minutes to complete, just do it. This will help prevent your to-do-list from piling up.
- It will give you more time for new ideas and tasks. As you do not have to take out precious time for any two-minute tasks, you will have more time for other projects.

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"Are you using your time wisely?"

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#5: Find Your Reason

Understand that behind an action, there is a reason

Most times you know why you are doing something, other times your reason might be driven by someone else.

Why is it important to have a reason behind every action?

- Your reason will be your motivation to keep going.
- 'Why study for this exam?' or 'why graduate from this course? Without a reason, these things would never be done.
- Think of the bigger picture and see the result of your procrastination.

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Tune in next week for more

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