

Mech Eng

Weekly Wellbeing Updates

Friday 12 February 2021

Procrastination

5 tips for tackling it



1) Get to the root of your resistance.

Are you feeling overwhelmed about the size of the task or specific aspects? Either way, spend some time breaking down what you actually have to do and set yourself one smaller task at a time. If you're struggling with understanding what you have to do, ask for help!

- Try not to let perfectionism stop you from starting. Make 'done' your initial goal.

N.b. If you are generally feeling low in mood, motivation, or energy, this may signify a deeper issue and you should contact your GP.

2) Plan your time.

- Set yourself a realistic and minimal work schedule with plenty of breaks. Many find working in short bursts followed by a small break particularly helpful, such as the **Pomodoro technique**.

- Utilise timers and productivity apps to help you stay on track.

- Do not waste hours on one aspect of your work if you are not making progress. Add it back on to your list and try a different task. Go back to it later when you are feeling less frustrated.

3) Work, reward, repeat.

Reward yourself for spending time doing or completing each task. Whether it's a break watching something, having your favourite meal, or buying yourself a gift, make sure that you acknowledge your work.

The bigger the task (or the longer time spent) the bigger the reward!

5) Set up your environment.

- Limit distractions, put your phone on do not disturb, temporarily disable/delete social media apps and do not schedule anything else in your calendar.

If possible, try working in a separate dedicated environment.

- Try a focus specific meditation or focus music playlist.

- Use your walls to display visual reminders and notes to help with your working memory. Keep water and energy-boosting snacks available.

4) Get a Study buddy - create accountability.

Working alongside others (physically or virtually) is a very effective way to increase your productivity and decrease the sense of overwhelm around your task. Set up a call with someone you have worked with in the past, work alongside your family/flatmates, or set up a group.

ME2 has established a fantastic 'Study Triplets' scheme.

- Making agreements to complete certain tasks with each other can also be an additional motivating factor.

Check out:

Imperial Student Counselling and
Mental Health Advice service's
Online resources



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