

PROCRASTINATORS

PEOPLE WHO CONSTANTLY PUT OFF THE THINGS THAT THEY REALLY NEED TO DO AND THAT BECAUSE PROCRASTINATION IS ABOUT LYING TO YOURSELF

“I will have plenty of time to finish that paper tomorrow”



KINDS OF PROCRASTINATION

WHEN YOUR TASK HAS
DEADLINES



WHEN THERE IS NO
DEADLINE





Task

To-do

Priority

Project

Plan

Achievement

TIME
MANAGEMENT

WORK SMARTER, NOT HARDER

- SIMPLIFYING YOUR WORK
- DOING THINGS FASTER
- RELIEVING STRESS





**SCHEDULE YOUR
PRIORITIES**

**COMPLETE MOST
IMPORTANT TASKS
FIRST**

GET AN EARLY START

**JUST DECIDE
FIRMLY TO DO IT**



START WITH THE MOST ENJOYABLE PART OF THE PROJECT



**DON'T ALLOW
UNIMPORTANT DETAILS
TO SLOW YOU DOWN**



TAKING A SHORT BREAK EVERY HOUR THROUGHOUT THE DAY



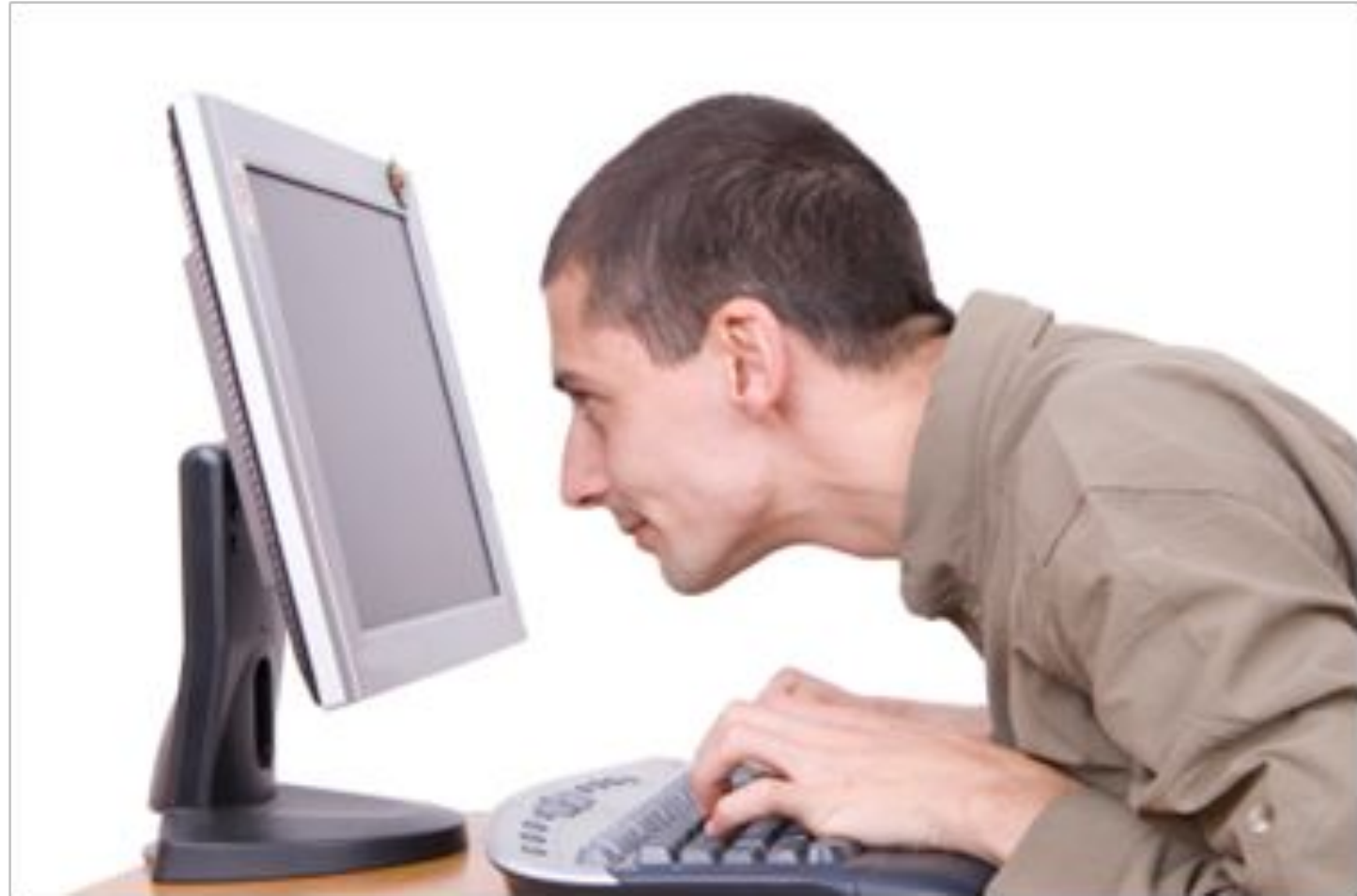
**NON-WORK RELATED
AND NOTHING DIGITAL**

**DEVOTE YOUR ENTIRE FOCUS TO
THE TASK AT HAND**



DO NOT WASTE YOUR TIME ON

- TV
- INTERNET
- GAMING



**LEARN TO
SAY**

A person wearing a dark suit, white shirt, and dark tie is holding a white rectangular sign. The sign has the word "NO" written on it in a large, black, handwritten-style font. The person's right hand is visible, pointing towards the sign.

NO

SLEEP AT LEAST 7-8 HOURS



EXERCISE AND EAT HEALTHILY



FIND TIME FOR STILLNESS





**ENJOYMENT SHOULD
ALWAYS BE THE GOAL**

**WORK CAN
BE PLAY**

DO NOT BE A PROCRASTINATOR

