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Untangle the Procrastination Knot



10 Strategies
to help fight
procrastination

1

How do you perceive the task?
"Problem or challenge"



The way we interpret the task has an impact on how we feel about it and on our behaviour.

2

Commit yourself.

Activate the “15 minute technique”.



Commit to one task at a time. Write it in a “to do list”. Start and stay on task for 15 minutes. Then ask yourself “Do I want to continue or not?”. Right now, you are in a better position to make a conscious choice, thus giving yourself the chance to tackle one of the first obstacles that stand in the way - the misconception that motivation comes before action. Test yourself! You may be surprised that more time has passed than you thought you would be able to devote to the activity.

3

Tick each completed task.



Make a ✓. Gradually you will gain the confidence that you are capable of doing what you proposed yourself to do, and the trust that is often lost in the tangle of procrastination.

4

Get rid of potential distractors
(e.g., mobile phone, social networks,
television...)



Pay attention to the surroundings. In this regard, remember that studying/working in bed may not be helping you to do your tasks. Likewise, before starting a certain activity, try to organize the space where you are working in order to have all the materials you need.

5

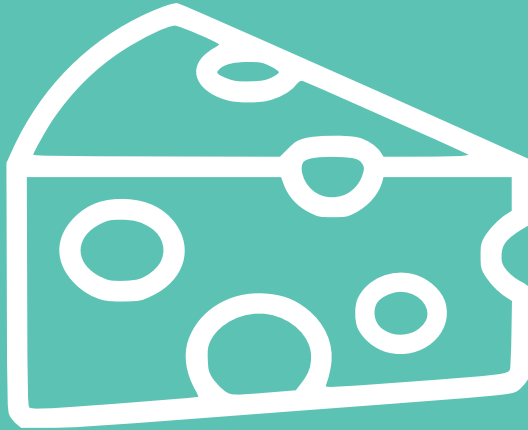
Set realistic goals



In setting goals, we often focus on what we want to avoid, such as “I have to finish this project because otherwise I will have a bad result”. **Try the opposite: focus on the reasons why you want to do a particular task.** Write down your goals. Create a list of priorities. Set a deadline to complete what you proposed to do.

6

As in a good “Swiss cheese”,
make “holes” in the task.



Divide large tasks into small parts and/or make small “holes” in the large task (that is, devote some time to each of your small parts).

7

Pay attention to your internal discourse



What thoughts come to your mind? What do you say to yourself on these occasions? Replace thoughts that are not enablers. As an example, try replacing “I don’t feel like it…” with “the sooner I finish, the sooner I can…”.

8

Be flexible



If you are blocked and unable to proceed with the task, leave your “to do list” aside, and start recording anything and everything in order to achieve the goal. Identify the time of day when you are most productive and reserve it for important or more challenging tasks.

9

Reward yourself and celebrate
each victory



Victory is the small steps taken that bring you increasingly closer to the final goal.

10

Finally, and now with the ball untangled, even if it gets tangled a few times, don't forget to....

Value the process,
what you know today, and which you did not
know yesterday



You will certainly be one step closer to the summit of the mountain, learning along the way, which will strengthen you.

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