

Plan to Overcome Procrastination

Step 1: Notice It

- Task I've been procrastinating on: _____
- Thoughts or feelings that come up when I think about this task:

- What I usually do instead: _____

Step 2: Understand It

- Why am I avoiding this task? (e.g., overwhelmed, afraid of failing, bored, unsure where to start):

- How can I respond to these thoughts with self-compassion?

Step 3: Make a Plan

- Which thoughts are true, helpful, or within my control?

- What strategies could help me start or continue this task?

Step 4: Apply Strategies

- First small step I can take today: _____
- Resources or supports I can use (professor, peers, Academic Success Centre, etc.):

- How I can reframe my thoughts to make the task feel more manageable:

Step 5: Reflect

- After taking action, what worked well?

- What was challenging, and how can I adjust next time?

- How can I improve my system for future tasks? (e.g., scheduling, routines, accountability)

