UNBC *UNIVERSITY OF NORTHERN BRITISH COLUMBIA*
Academic Success Centre

Plan to Overcome Procrastination

Step 1: Notice it.

Task I've been procrastinating on:

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_____

Thoughts or feelings that come up when I think about this task:

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_____

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)

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

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Step 3: Make a plan.

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

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What strategies could help me start or continue this task?

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Step 4: Apply Strategies

First small step I can take today:

_____

_____

Resources or supports I can use (e.g., professor, peers, ASC, etc.):

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_____

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

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_____

Step 5: Reflect

After taking action, what worked well?

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

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

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