



PROCRASTINATION

If you have trouble, chances are there's a culprit lurking somewhere, dodging your every move. Chances are this culprit's name is Procrastination. Procrastination masquerades in a million disguises. Among the more common of these are:

- “One more day won't make any difference; I'll just put that off until tomorrow.”
- “It won't matter if I'm a few minutes late; no one else will be on time.”
- “I can't start on this paper until I know just how I want the first paragraph to read.”
- “I work best under pressure”
- “I'll watch just 15 more minutes of TV”

Interruptions

- Learn to say NO once your priorities are set. Turning down an invitation doesn't mean you'll never be asked to do something again. Weigh the consequences. Making a decision based on what you know is best for you at the time; leads to greater respect from your friends, not to reputation as a party-pooper
- Stay away from the telephone when you're trying to get work done. Turn off your cell phone or pager. If it's really important they'll call back
- Stay away from email and instant messaging. Limit how often you check these things

Information provided by: University at Buffalo Counseling Services