

If you have trouble doing or finishing your schoolwork on time, here are some things you might consider:

### 1. Do you have responsibilities that compete with school...work, family, and sports?

Some students think they are like machines that can wind themselves up and just keep going. Mostly, they're wrong. They need to eat, rest, talk to friends. They also need to accept that preparing for school takes time. That is the reality. It's better to cut down on hours worked or courses taken, or else you will exhaust yourself. The hurrier you go, the behinder you'll get.

### 2. Do you write down a schedule?

Writing a schedule doesn't always work, but it can help. If the schedule is just in your mind, it may be vague and easy to ignore. But if you actually write it down, you can see how good you are at getting (or **not** getting) your work done. If you are **not** doing your work, seeing your assignments accumulate might induce you to begin.

### 3. If you have assigned an hour or two for one assignment and you haven't finished it, should you continue to work on it or move on to the next assignment?

There is no answer to this question that is right in every case. In general, however, it's better to move on to the next assignment. Some time away from the first assignment may make it seem clearer when you return to it.

### 4. Do you find yourself saying any of the following things to yourself instead of doing your work?

- a) This won't take me long to do. I'll have time to do it later.
- b) It's only the 1<sup>st</sup> (or 2<sup>nd</sup>, or 3<sup>rd</sup>) week of the semester. I still have many weeks left to finish.
- c) I already spent so many hours studying. I deserve a break.
- d) This teacher gives too much work. It isn't fair.

If you say these things to yourself, you will have trouble doing your work in a timely way.

Ask yourself honestly: Do I want to complete and pass this course and am I willing to do the work that will enable me to do that?

If your answer is no, think of withdrawing from the course. You might want to stop school for a while.

If your answer is yes, go on to the next question.

What are the remaining things I need to do to complete this course?

Make a list and generously approximate how long it will take you to complete it.

Write down when each assignment is due.

Check off each item you've completed.

Find a quiet place to study.

Do the work. Notice how much better you feel once you are not thinking about it and have actually begun.

Should you want to talk more about these issues, you are welcome to make an appointment at the Counseling Center.

## Procrastination

Our phone number is 718-997-5420. We're on the first floor of Frese Hall. Counseling is free and confidential. Our hours are M, Th, and F: 9 to 5; Tu and W: 9 to 7; Sa: 10 to 3. During the summer and breaks, we are not open on Saturday or from 5 to 7 on any evening. Our counselors are licensed counselors, social workers, and psychologists.

[TED Talk: Inside the mind of a master procrastinator](#)

[Daily planner](#)

[Weekly planner](#)

Prepared by  
COUNSELING SERVICES  
FRESE HALL, FIRST FLOOR  
718-997-5420

Hours: Monday, Thursday, Friday, 9am to 5pm  
Tuesday, Wednesday, 9am to 7pm  
Saturday 10am to 3pm This office is not open in the evening or on  
Saturday during winter and summer sessions.  
The office is closed on Fridays during the summer.