

# GET STUFF DONE

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# AGENDA

- What is procrastination and why do we procrastinate?
- Procrastinating behaviors in the study situation
- What do you put off?
- How do you put off?
- What's our excuses?
- What can we do?

# BEEING A STUDENT



# IDEAL(?) VS REALITY



# WHAT IS PROCRASTINATION?

...making a **decision** for **no valid reason** to **delay or not complete** a task or goal **you've committed to**, and instead **doing something of lesser importance**, despite there being **negative consequences** to not following through on the original task or goal.

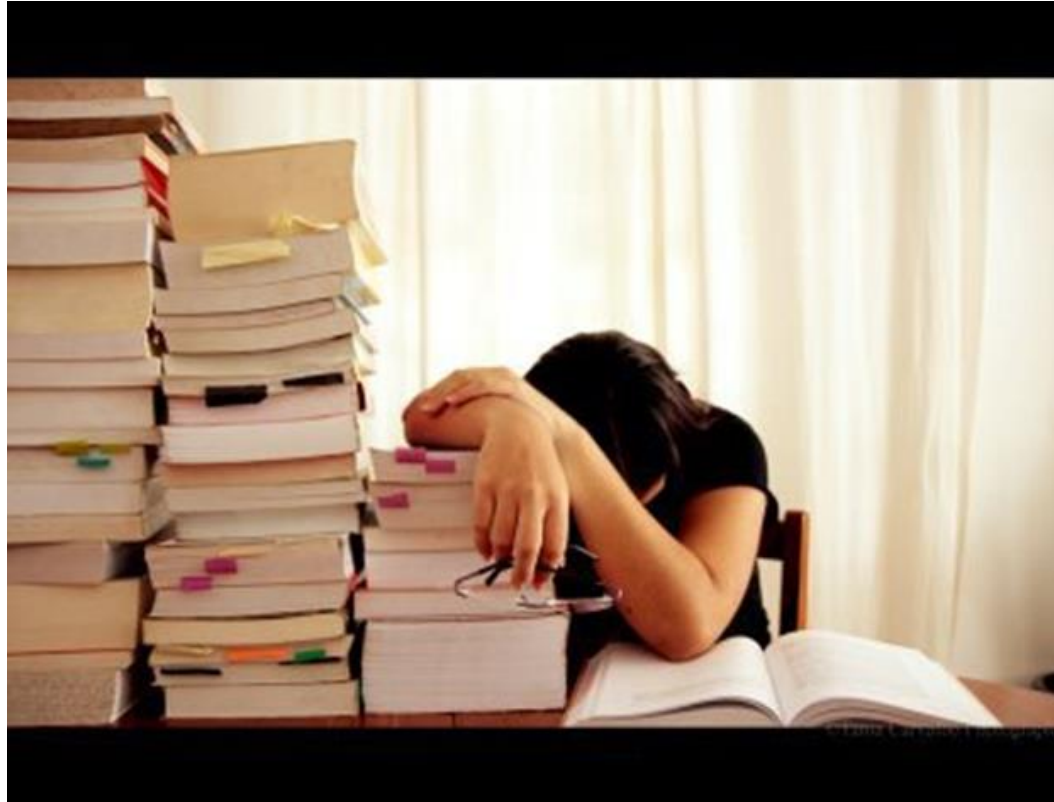
# GET STUFF DONE

- Today I'll get stuff done...

# WHY DO WE PROCRASTINATE?

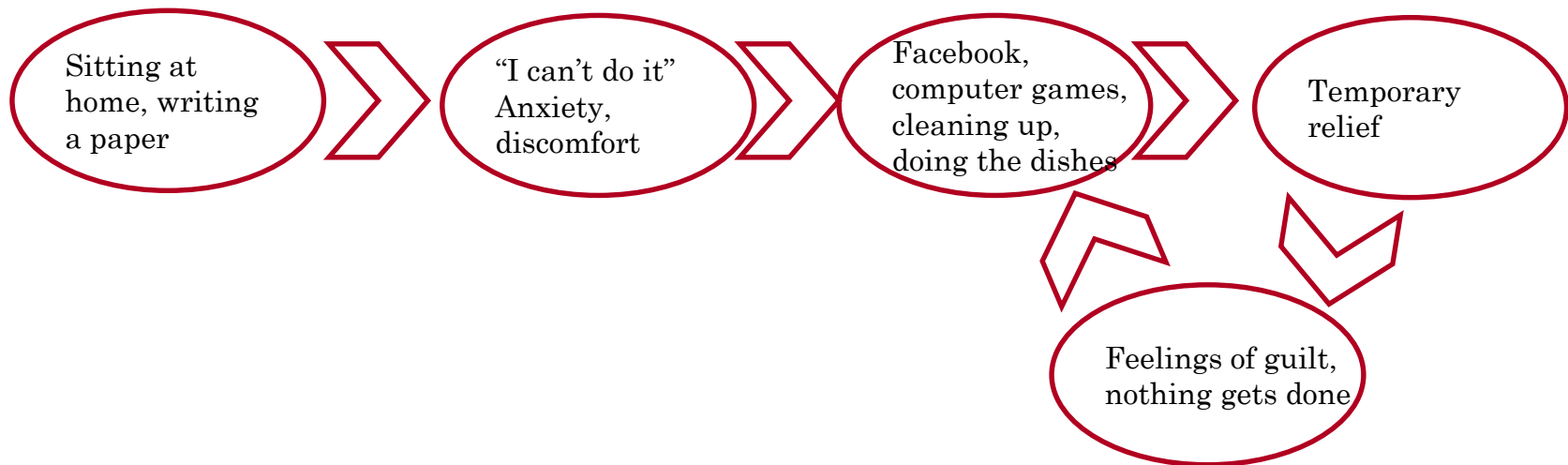
**We want to avoid discomfort!**

...and the distance to the reward is too great





# WHY DO WE PROCRASTINATE?



# WHAT DO YOU PUT OFF?

## Work

- Meeting deadlines
- Making phone calls
- Attending meetings
- Starting or finishing projects
- Being assertive with colleagues
- Paperwork
- Job applications
- Research or reading

## Study

- Meeting deadlines
- Attending classes
- Homework
- Assignments
- Studying for exams
- Research or reading
- Asking questions or requesting help

## Financial

- Opening mail
- Paying the bills
- Pay back debts
- Budgeting

## Self-development

- Starting a course you always wanted to do
- Starting a hobby
- Getting involved in something spiritual
- Relaxation

## Household

- Daily chore (dishes, tidying, cooking, etc)
- Bigger chores (vacuuming, washing, ironing, etc)
- Household projects
- Maintenance and fixing things
- Grocery shopping
- Gardening
- Running errands

## Health

- Making medical appointments
- Attending medical appointments
- Changing diets
- Starting an exercise routine
- Losing weight
- Quitting smoking/alcohol/drugs

## Social, family & relationships

- Making phone calls
- Replying to invitations
- Spending time with others
- Arranging get togethers
- Attending get togethers
- Discussing problems

## Make decisions

- Making plans
- Comitting to something new
- Choosing between options

## Daily routines

- Getting up in the mornings
- Going to bed at night
- Eating regulary

## Other stuff

- ?

# WHAT DO YOU DO INSTEAD?

## Pleasurable tasks

- Movies, TV, DVDs
- Reading books, magazines, newspapers
- Computer game
- Surfing the Net
- Music
- Shopping
- Hobbies

## Socialising

- Seeing friends, family, partner
- Phoning friends, family, partner
- Going out

## Distractions

- Sleeping
- Eating
- Smoking
- Drinking
- Drugs

## Lower priority tasks

- Exercising
- Paperwork
- Sorting things
- Tidying
- Other less important projects
- Checking emails
- Researching a topic of interest

## Daydreaming

- Thinking about the past or future
- Imagining the task/ goal is already finished
- Imagining a better life

## Annat

-

**WHAT ARE YOUR EXCUSES?**

# WHAT ARE YOUR EXCUSES?

- "I'm too tired, I'll do it tomorrow"
- "I don't have everything I need, I can't start it now"
- "I don't have enough time to do it all, so I will wait until I do"
- "It is too late to start it now"
- "I won't get much done, so I'll just leave it for now"
- "It is better to do it when I am in the mood or feeling inspired"
- "I will miss out on the fun happening now, I can do it another time"
- "It is a too nice day to spend on this"
- "I will do it once this other thing is finished"
- "I've got to organize my desk/kitchen/laundry, etc first"
- "I've got to exercise first"
- "I am too busy to do it now"
- "I have plenty of time, so I can do it later"
- "I work better when I'm stressed, so I will leave it to the last minute"
- "It might not be good enough, so I will leave it to the last minute"
- "Working on it today won't make any difference"
- Others...

# UNHELPFUL RULES & ASSUMPTIONS

Excuses can become unhelpful rules

- “I cannot study if I’m not motivated”
- “ If I miss out on something fun, I will be alone”
- ”If I haven’t started at noon it will be too late to start today”
- ”I need to read every single page”
- ”I need to do things perfect or not at all”

# PERFECTIONISM



# STRATEGIES FOR CHANGE

- Based on CBT (Cognitive Behaviour Therapy)
- Strategies to change less helpful thoughts and behaviours that stops the person from reaching her goals in life



# WHERE ARE YOU HEADING?

- Why are you studying? What are your goals for studying?
- Does your behaviour lead you in the direction you want?  
Does it work for you?

# ANALYZE YOUR BEHAVIOR

- What are the consequences of your behaviors? For you? For others? Short term consequences? Long term consequences?

# WHAT ARE YOUR CONSEQUENCES

If I go on like this what will become of my life in...

- 1 month...
- 6 months...
- 1 year...
- 5 years...
- 10 years...

# TOO LITTLE – TOO MUCH...

## Too little of...

- Sitting at the library studying
- Studying shorter periods of time with short breaks in between
- Healthy eating
- Attending classes
- Rewards AFTER studying

## Too much of...

- Staying at home
- Extra work
- Too long breaks
- No healthy eating
- Punishing myself
- Ruminating

# WHAT IS YOUR GOAL?

- Goal
- Part time goals

# REGISTER YOUR BEHAVIOURS

	MON	TUE	WED	THU	FRI	SAT	SUN
Read 15 min							
Write 15 min							
Bring food							

## My steps/

**part time goals:** Read 8 x 15 min a day, Monday-Friday  
Write 4 x 15 min a day, Monday-Friday  
Bring food to school library every day

# REWARD YOURSELF

- Notice the changes you have made and your achievements
- Notice the positive benefits that have come from changing
- Reward yourself on the way towards your goals
- Make distractions to your rewards – write a page on your paper and celebrate by having a "fika" with friends...

# CREATE YOUR STRUCTURE

What works for you...

- Study 8am-11am – lunch break – study 1pm-3pm – then I'm free!
- Organize yourself, make a schedule.
- Plan your breaks ahead, lunch, coffee...
- Goals and part time goals
- Give yourself specific tasks to do. Be concrete
- Eliminate distractions. Turn off cellphone/internet



	Mon	Tue	Wed	Thur	Fri	Sat	Sun
7-9							
9-11	Lecture	Lecture	Reading Cullberg p.191-230	Group work	Lab	Reading Strosahl p. 95-120	Brunch
11-13	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13-15	Reading Cullberg p.150-190		Group work		Lecture		
15-17	Workout	Excercise 1-5 in workbook		Workout	Group work		Dinner with friends
17-19		Fika	Repeat my notes from lecture	Excerise 6-8 in work book	Plan my part of the presentati on		
19-21				Bio			Plan next week
21-23	Relax					Party	
		→					

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
7-9							
9-11	Lecture	Lecture		Group work	Lab		Brunch
11-13	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13-15			Group work		Lecture		
15-17	Workout			Workout	Group work		Dinner with friends
17-19		Fika					
19-21				Bio			
21-23	Relax					Party	

# TIMER METHOD



2 hours

15  
min  
+ 5

15  
min  
+ 5

15  
min  
+ 5

15  
min  
+ 5

15  
min  
+ 5

15  
min  
+ 5

# ”WITH A LITTLE HELP FROM YOUR FRIENDS”

- Friends, family, classmates
- Help to stick to your plan
- Confirm decisions/plans
- Study beside someone
- Explain what you just have read
- Input from others, ideas, perspectives

# TO SAY NO..

Dare to say **no** to others  
and **yes** to yourself!

# FLEXIBILITY

**Give up your unhelpful rules** –: "I must do it all today", "It has to be perfect", "I need to be stressed to work well". Is there another way of looking at it?

**Acceptance** – even though the circumstances are not perfect maybe you can still work towards the goal...

Hello! I'm your  
anxiety...



Who decides in your life?



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- Procrastinating behaviors in the study situation
- What do you put off?
- How do you put off?
- What's our excuses?
- Consequences?
- Where are you heading?
- Choose a method and try it out

# CONTACT

- Telephone, web-booking, drop-in...
- [www.mah.se/studenthealth](http://www.mah.se/studenthealth)