

Overcoming Procrastination

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From Newcastle. **For the world.**



This workshop will cover:

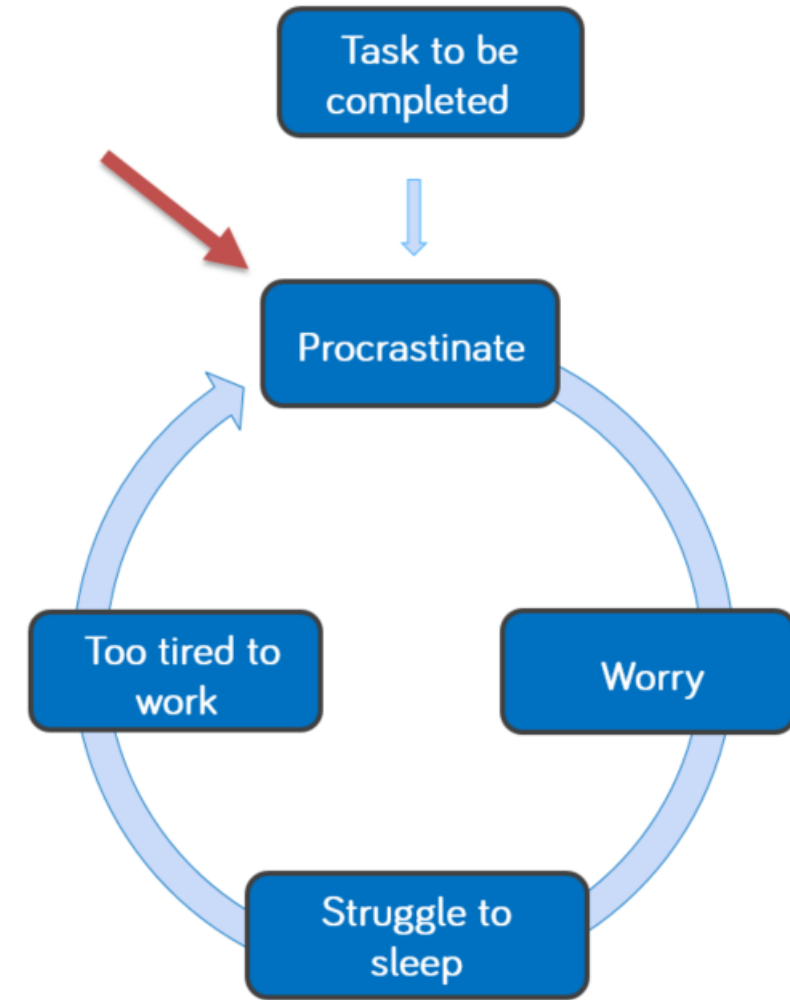
- Introduction to procrastination
- Identify practical strategies to overcome procrastination
- Student Health & Wellbeing Service
- Useful contacts
- Questions

Procrastination

- Common misconception of being 'lazy'
- Although it may sometimes be helpful to understand the root of procrastination, it is not necessary to do this in order to make a change
- Focus on **BREAKING THE HABIT!**

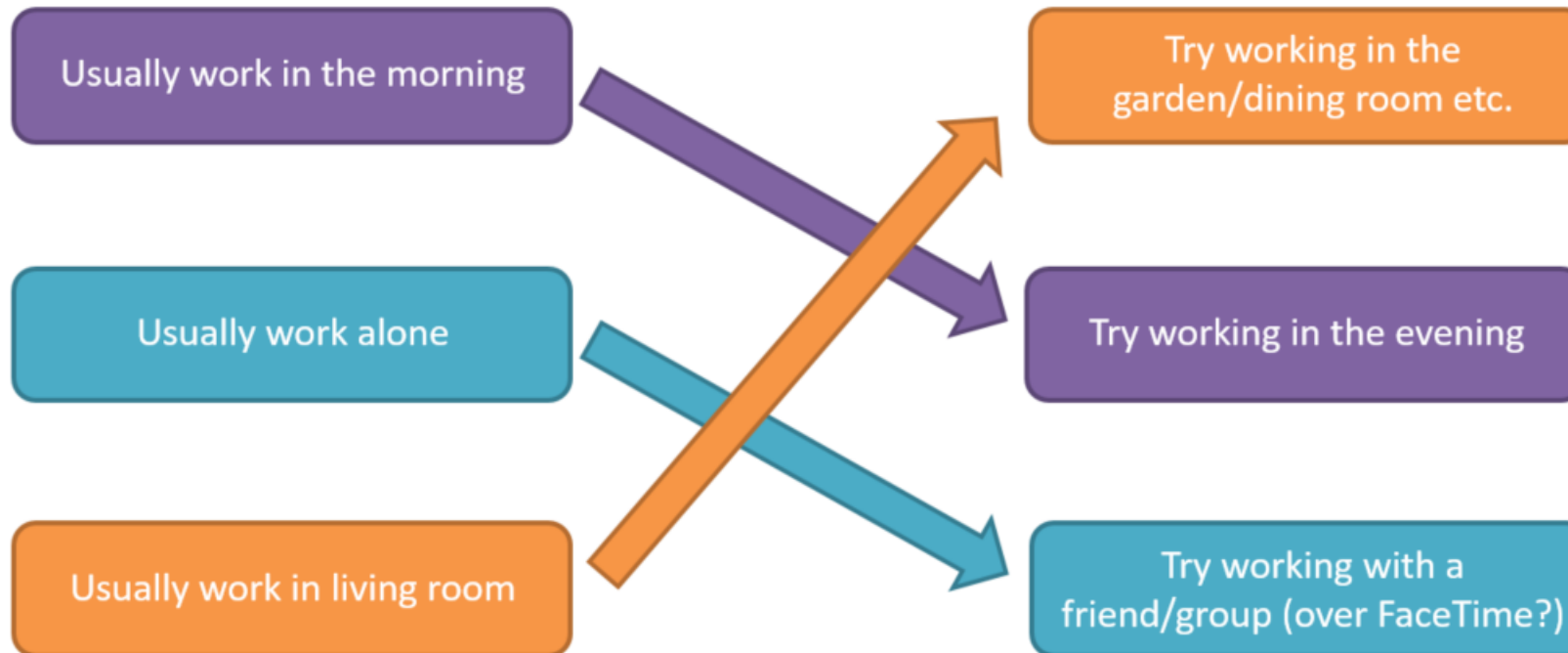
Vicious Cycle of Procrastination

- Consider a common series of events when we put off doing a task
- Procrastination can impact on many areas of our lives
- We want to focus on changing one element of this process to break the cycle. Today we will focus on this...



Practical strategies to break the habit of procrastination

Working in Opposites





Pomodoro Technique

Turn off your phone, email, social media, and other distractions



Focus intently for 25 minute bursts

Break for 5 – 10 minute bursts

Take a walk, grab a snack, check social, stretch

<http://wahlnetwork.com/2015/10/22/picking-up-new-skills-tips-and-tricks-to-build-your-technical-tool-chest/>

Time Management

- Make sure you are setting and prioritising tasks effectively and not taking on more responsibility than you should. Remember:

REALISTIC & ACHIEVABLE

- Have regular breaks when you are working - the longer you work the less productive you are likely to become. i.e. Pomodoro Technique

– 4D matrix

DO (now)	DIARY (later)
DELEGATE (others)	DUMP (not important)

Managing your Time

Consider a situation where you were able to successfully manage your time

- What worked?
- What was helpful?
- How could this be replicated in other situations?



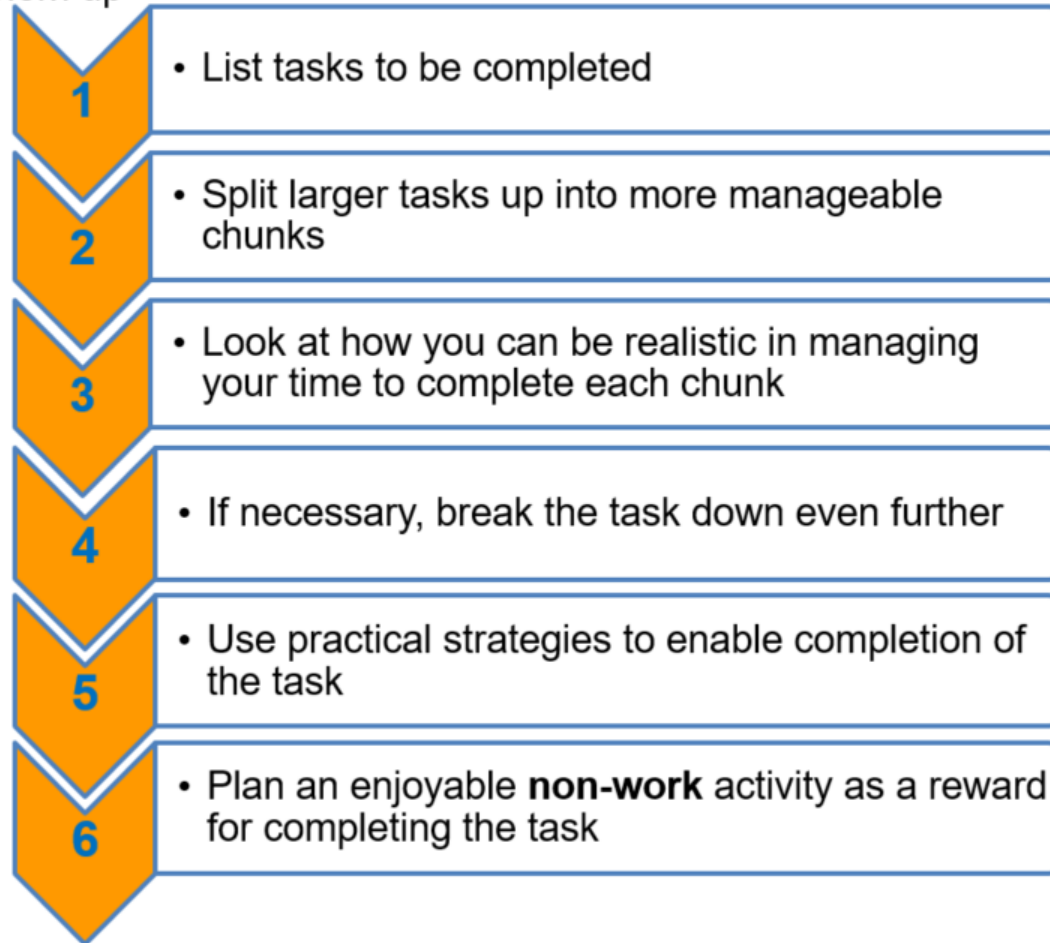
Be realistic about your time

- Note down the tasks you need to complete
- Note down the time you have to complete the tasks you have
- Be realistic when allocating time to each task
- Use the techniques already discussed to approach the tasks e.g. Pomodoro, Working in Opposites



Chunking

- Tasks that can initially feel overwhelming can become more approachable by **chunking** them up



Achieve

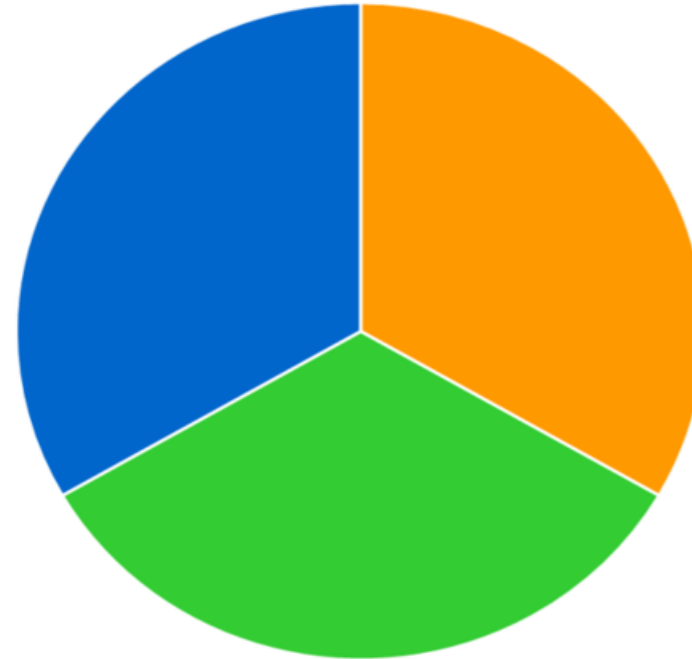
- Studying
- Qualifications
- Chores

Connect

- Spending time with friends, family etc.
- Societies and clubs

Enjoy

- Fun activities e.g., TV, going to the gym, videogames



Timetabling

Timetable

Calendar^{co.uk}*pedia*
Your source for calendars

Name:

Time / period	Monday	Tuesday	Wednesday	Thursday	Friday

© www.calendarpedia.co.uk

Coping without regular deadlines

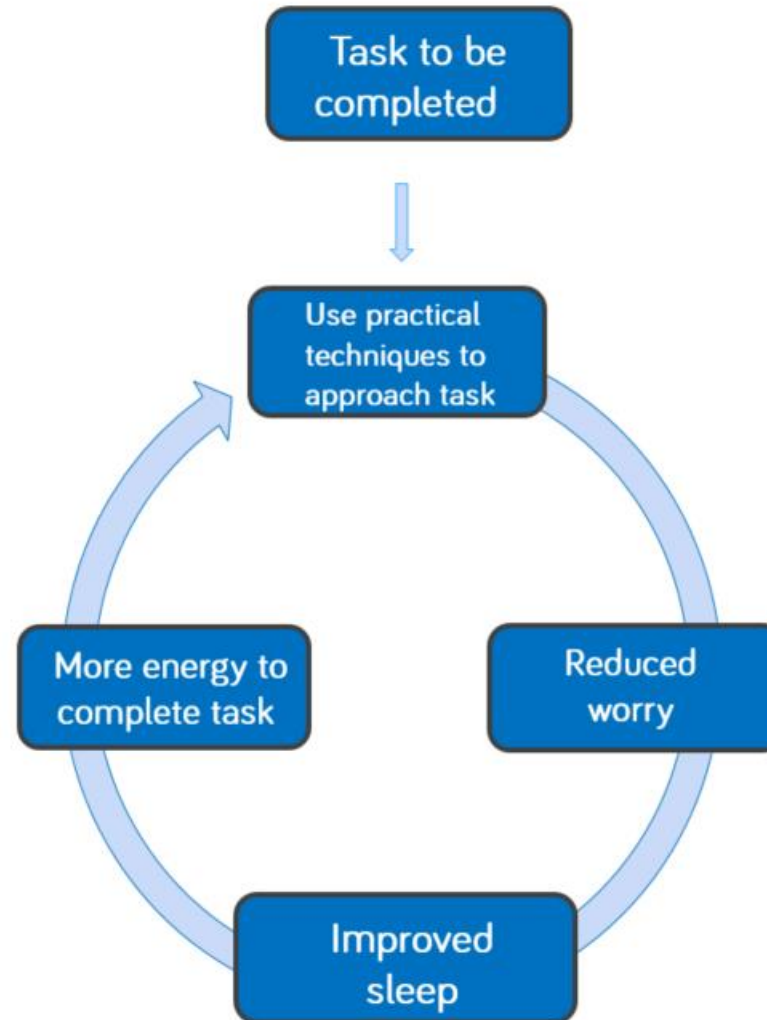
- It is normal to find it difficult motivating yourself to work when your deadline seems way in the future
- **USE YOUR SUPERVISOR** - they are there to support you in any way they can
- Ask your supervisor to set you informal deadlines more regularly for your work - knowing you have someone checking your work is often good motivation to complete tasks
- If you prefer to keep it more informal, ask a friend or family member to check in on you

Mindfully Completing Tasks

- Mindfulness is not just meditation
- Focusses on being present and non-judgmental in day-to-day tasks
- **BE AWARE**- notice what is going on around you, what you see, hear, smell and feel...
- **OBSERVE WITH NO JUDGEMENT**- not judging your experience, just taking it for what it is, as another person would see you
- **LET GO** - use calming breathing to release discomfort



Virtuous Cycle of Procrastination



- Are there any techniques you have found helpful for reducing procrastination in the past?



Recap

- Procrastination is not laziness- it is often something we do when we care too much about something
- Not particularly necessary to identify WHY we procrastinate. Rather it is more helpful to practically BREAK THE HABIT
- Procrastination can have a knock on effect on other areas of our lives- break the vicious cycle by utilising practical strategies
- Don't be afraid to ask for help if you need it
- Ensure you are striving for a lifestyle balance
- Be mindful in approaching tasks

Support at Newcastle University



SHWS website www.ncl.ac.uk/wellbeing/



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Student and Staff Wellbeing

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[Wellbeing App](#)



Support Services



Mental and Physical Wellbeing



About Us

Welcome to **Student Health and Wellbeing** at Newcastle University. Whether you are a student, staff member, friend or family member you will be able to find relevant information regarding Wellbeing Services throughout this website.

If you require **Urgent Help** please click the action button below.

Urgent Help >

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Wellbeing

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Mental Wellbeing

– Resources

– Mental Health and
Disability

– Counselling

– Wellbeing
Consultancy Service

– 5 Ways to Wellbeing

– Online CBT

News, Events and Projects

International Integration

Mental Wellbeing Support

If you need mental/emotional support during your time at Newcastle University, help is available from our [Mental Health Team](#) and our [Counselling Service](#)

Mental health information

Self-help resources

Free Mobile Apps

Centre for Clinical Interventions

<https://www.cci.health.wa.gov.au/Resources/Looking-After-Yourself>

A self-help site addressing a wide variety of problem areas, including: depression, social anxiety, panic, worry, self-esteem, procrastination, assertiveness, and eating problems.

Below are links to some of the key workbooks which consist of a number of modules you can work through in your own time:

- [Assertiveness](#)
- [Body Dysmorphia](#)
- [Coping with bipolar disorder](#)
- [Depression](#)
- [Worry and Rumination](#)
- [Panic](#)
- [Perfectionism](#)
- [Procrastination](#)
- [Self-esteem](#)
- [Social anxiety](#)

Newcastle University App www.ncl.ac.uk/wellbeing/app/

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Wellbeing App

iNCLude

Our brand new, free, iNCLude app is designed to help you take small steps to improve and maintain your wellbeing. The app has been designed with specialists, using evidence-based methodology and looks at how to maximise your experience at University by creating positive habits to ensure you're focussing on more than just your academic studies. It looks at encouraging you to:

- Connect
- Be Active
- Take Notice
- Keep Learning
- Give

Keep an eye on the news feed to see what wellbeing events and opportunities are going on across campus, keep track of positive habits and learn some great coping skills. You can download iNCLude using the following links or QR codes:



[Android](#)



[Apple](#)

Further support and information:

- Student Health and Wellbeing Services: <https://www.ncl.ac.uk/wellbeing/>
- Full list of SHWS Workshops:
<https://www.ncl.ac.uk/wellbeing/newseventsandprojects/workshops/>
- BeWell@NCL – a collection of library books on a variety of mental health and emotional wellbeing topics:
<https://www.ncl.ac.uk/library/resources-and-study-support/be-wellncl/>
- NHS self-help leaflets on topics such as anxiety, depression, panic, stress and more:
<https://web.ntw.nhs.uk/selfhelp/>
- Self-help worksheets, including stress, anxiety and tolerating distress:
<https://www.cci.health.wa.gov.au/Resources/Looking-After-Yourself>
- List of mental health charities and organisations:
<https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>