



Table B.9 Do's and don'ts of Procrastination

Do 	Don't 
Find out how often you procrastinate and what the main reasons are.	Study in a messy or noisy place.
Specify goals for your life; what do you want to achieve? Try to incorporate them in the short term. Use the SMART method (see box next page).	Hate yourself if things don't go well.
Divide a hard assignment in small tasks.	Keep on working without taking some breaks.
Keep your biological clock in mind, if you study best in the evening, plan the hardest study topics for the evening.	Study without deadlines.
'Chunking': divide your time into blocks of 90 minutes (Ⓢ). Use one block for hard study, take a break and use the next block for easier things.	Postpone the 'tiresome' tasks. Start with them, otherwise they remain haunting in your mind. Therefore costing a lot more energy.

The S.M.A.R.T. method

Setting realistic goals is vital for anyone who wants to evade procrastination. This necessitates that you are able and willing to (1) set a particular goal, (2) take action on this, (3) be flexible if you find out that you approach a goal ineffectively, (4) invest in your psychological and physical condition. The S.M.A.R.T. method specifies the criteria for setting obtainable goals:

S = Specific and Simple

M = Measurable and Meaningful

A = As if now, Achievable

R = Realistic and Responsible/ecological

T = Timed, toward what you want