



# STOP PROCRASTINATING AND GET IT DONE

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**What else? Get it all out of your brain and on paper.**

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## Step 2: Cross out what you don't have to do

Go back to page 1 and 2. Look through it all and see what you can get rid of. What did you add to the list that you can delegate or just be ok not getting done this week.

**Examples:** *You added that you'd like to cook this week, but maybe you have a midterm, and decide that this week you are going to the dining hall. You can cross "cooking" off the list.*

Think about just keeping the absolutely necessary things on your list. Keep in mind that you want to have a balance between school work and fun time so still keep fun activities like movie night.

## Step 3: Give each task a time

Go back to page 1 and 2. For each assignments/task, think about how long it might take you to do it. Next to each item, with a different colored pen, write how long it will take you.

If you are unsure how long, try to break it down to smaller steps and make an approximated guess.

This process is a learning process. Over time you will begin to know how much time you need to carve out for all your assignments and tasks.

Example: *Read Ch. 5-7 of Jane Eyre – 2 hrs, research 3 references for Psych – 1.5 hrs, study for calculus exam – 30 min/day*

## **Step 4: Put it on your calendar**

Now begin to plot it on to your calendar.

I personally like students to do it on paper first but I also love using my iCal on my iPhone.

There are so many platforms you can use, Google Calendar, iCal, Outlook, Paper Planner, etc.

I've provided a paper calendar that you can print and use every week below.

## **Final Thoughts**

The more you get into the habit of planning ahead, the easier it will be to stop procrastinating. You will feel less stressed and anxious about your readings and papers. When you start to feel overwhelmed, remind yourself that you have mapped it all out, you have a plan, and you will get everything done.

Happy planning!

**Week of:** \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
Noon							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							
12 AM							