

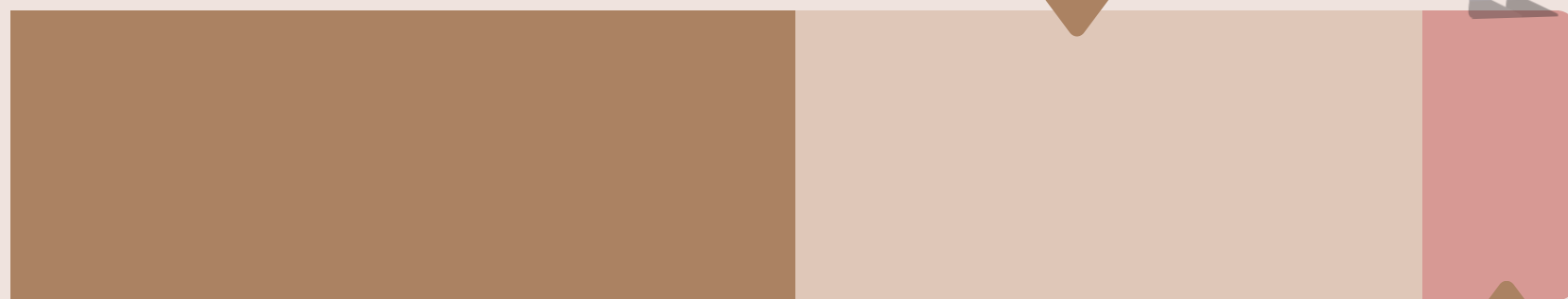
WAYS TO DEAL WITH PROCRASTINATION

WHAT IS PROCRASTINATION??

A TIMELINE OF LEAVING IT UNTIL THE LAST MINUTE



IT'S OK, THERE'S STILL TIME TO DO IT TOMORROW



THERE'S PLENTY OF TIME. I'LL DO IT NEXT WEEK



&%\$#@!



CAUSES OF

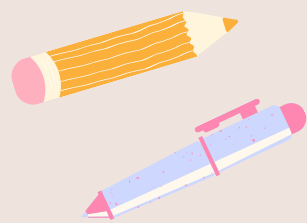
Procrastination



Fear of Failure



Unenjoyable Tasks



Lack of Motivation



Distraction



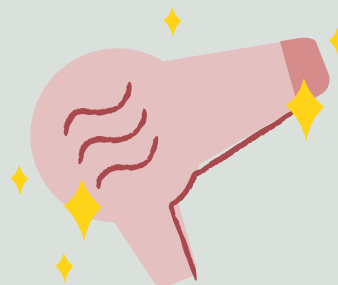
Fatigue

WAYS TO DEAL WITH PROCRASTINATION



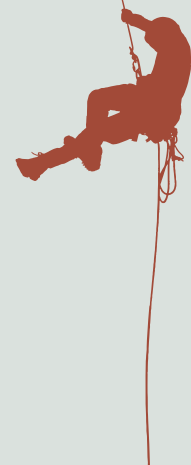
Set "SMART" goal

Specific Goal
Measurable Goal
Achievable Goal
Realistic Goal
Timely Goal



Find you Motivation

Internal Motivation
(Interested, Value)
vs
External Motivation
(Achievement, Others' Expectation)

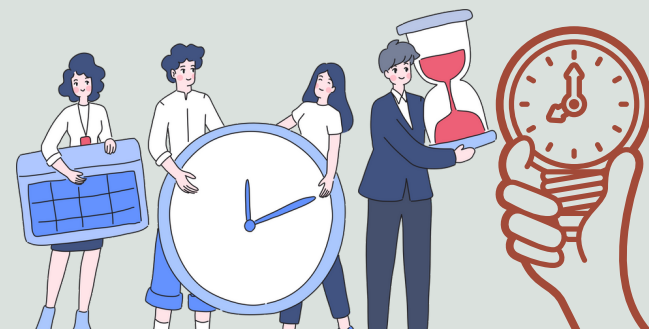


Reward yourself

Appreciate your Effort
&
Reward yourself when
goal Completed

4D Time Management

Do- immediately if urgent
Delegate -dealt with by someone else
Defer- set aside time later
Delete- cancelled unnecessary
activity





HKUSPACE

Stanley Ho
Community College



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香港大學專業進修學院保良局何鴻燊社區書院



Student Development
Resource Centre

學生發展資源中心 (SDRC)

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