DREXEL UNIVERSITY
Charles D. Close
School of Entrepreneurship

POWER THROUGH PROCRASTINATION

Now

Later

The phrase, "I have time, I'll just do it later," has led to many frantic rushes and disorganized work from students and business professionals alike.

FOLLOW THESE SIMPLE TIPS TO STAY UP-TO-DATE ON ALL YOUR WORK WITHOUT PANICKING OVER DEADLINES.

3 Make it known!

4 Do a Power Hour

5 Don't try to be perfect

6 Bargain w/ Yourself

2 Avoid Over-Thinking

7 Go Off The Grid

1 Break it down

8 Stay Healthy

1. BREAK IT DOWN

If your task is too large to complete in one sitting, break it down into manageable stages. Doing 33 percent of a huge project over 3 days is much less stressful than cramming it all into one day.

2. AVOID OVER-THINKING

Don't delay starting a project with preoccupying thoughts like, "HOW DO I START THIS?" or "WHAT IF I FAIL?" Your work won't improve until you begin; so instead of overthinking, just take small steps on the project and improvements will come naturally.

3. MAKE IT KNOWN

If you really want to complete a project by a certain deadline, let your friends know. You don't want to come up empty-handed if your friends know you have an obligation!

4. DO A POWER HOUR

Take an allotted section of time to put away all distractions and work with short breaks. You'll optimize the performance of your brain and body!

5. DON'T TRY TO BE PERFECT

Instead of worrying about your project being perfect, put all your effort into getting the task done. After the project is finished, you can revisit it to make any improvements you'd like.
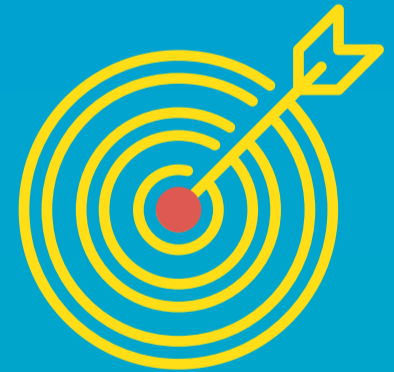
6. BARGAIN W/ YOURSELF

"If I finish this paper, then I can go out with my friends tonight," is a good example of bargaining with yourself to finish tasks. Create bargains that ensure that you're finishing quality work before going out. This way, you're productive and still have enough time for fun!

7. GO OFF THE GRID

We know you love getting all the latest updates from the Close School's social media pages, but considering social media is a massive distraction, it's best to turn off your phone until the project is done.

8. STAY HEALTHY

It's simple: sleeping enough, eating well, and regularly exercising improves productivity.

WITH THESE TIPS YOU WILL STAY STRESS-FREE AND ON TRACK OF YOUR DEADLINES. REMEMBER TO REWARD YOURSELF ONCE YOU HAVE COMPLETED YOUR TASKS!

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