

PROCRASTINATION-BUSTERS

Just for kids:

1. Give yourself more time than you think a project will take. For example, If you think writing an essay will take 2 hours, plan for 3 or more.
2. Set realistic goals and stay flexible with your plan.
3. Break down big, intimidating projects into small, doable steps.
4. Start something now instead of waiting until you feel 100% prepared.
5. Accept that your paper, project or work cannot be perfect. This helps deflate the fear of failure.
6. Start your day with our most difficult task. (the rest of the day will seem easy)
7. Start with something you like doing and usually save for last. Then move on to harder tasks. Plan to have fun without feeling guilty.
8. Track your progress. Make lists of things you accomplish each day. Read them from time to time and feel proud of what you've done.
9. Keep your work area free of distractions – no food, electronics or other temptations until work is done.
10. Make a list of backup work you want to make progress ahead of time. Not an easy step, yet allows for guilt free fun!

For Parents:

- Help them to change her goal from perfection to completion of tasks.
- Encourage the child to break down tasks into manageable tasks.
- Assist your child to concentrate on tasks for several short time periods.
- Help the child to prioritize and distinguish essential from non-essential details.