

Beware

Study Enemies



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Answer the following question

Which of the following is the deadliest study enemies?


- A. Friends
- B. Movie
- C. TV
- D. Procrastination

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Procrastination

One of the deadliest study enemies




what seems to be the problem, Dexter?
home-work
even if it's easy, I don't want to do it!
what you have is a contagious condition called "Procrastination Syndrome"

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What it procrastination?

It is the constant pushing aside of tasks that can be completed now
Habit of delaying task




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Procrastinators Clock

Slow at first, speedy at the end.




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Why we procrastinate?

We delays today's task to do later, because:

- We are not in a mode
- We don't feel the urge
- We dislike the task



Why Procrastinate?

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But study found

Procrastinators

- Are often good accomplisners
- They are able to finish the task by deadline
- They don't do it now because they wait for the feeling of urgency.
- Closer the deadline, more urge to start

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How to deal with Procrastination?

HOW TO STOP PROCASTINATING AND START GETTING THINGS DONE NOW!

How to kill procrastination?

- Doing it now, not later
- Use a self motivation technique called **LYRT: Lengthening Your Relaxation Time**



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Using Time Management tool to deal with Procrastination


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Some Practical tips for Students

To organize, schedule and prioritize tasks

Dealing with procrastination

- Prepare "To Do List"



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Dealing with procrastination

- ▣ Prepare "To Do List"
- ▣ Maintain calendar and hang it near your study table

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Dealing with procrastination

- ▣ Prepare "To Do List"
- ▣ Maintain calendar and hang it near your study table
- ▣ Use "Urgent-Important Matrix" for task prioritization

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A story of glass jar

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A technique of task prioritization

- ▣ Urgent/Important Matrix

		IMPORTANT	
		Yes	No
URGENT	Yes	Action: Do First	Action: Do Later <small>(if it's possible)</small>
	No	Action: Do Next	No Action: Don't Do

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List of tasks to do

- ▣ Which one you will do today:
 1. Attend regular adda in chou-rasta cha stall
 2. Review chapter 5, 6 & 7 for tomorrow test on economics
 3. Submit math assignment (deadline is today)
 4. Refill your kitchen's gas cylinder
 5. Attend today's workshop on study skills
 6. One of your relatives is leaving soon for America. You need to give him a packet for your brother who also lives in America.
 7. Return the library book, due date is tomorrow

Prepare a urgent/important matrix

		IMPORTANT	
		Yes	No
URGENT	Yes	Do first 2,3,5	Do Later Delegato 4,6
	No	Do Next 7	Don't Do Delete 1

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