10 Steps to Help with Procrastination

1. Stop worrying: most people spend more time worrying about the things they do not want to do than actually doing them.
2. Start small: once you start doing an unpleasant task, you may find it is not as bad as you anticipated; start by doing a small but related task. For example, if you have to mow the lawn, decide to go as far as filling the gas tank and wheeling it out to the edge of the lawn.
3. Count the cost: compare the cost of the delay with the cost of actually doing the activity; usually actually doing the activity has less cost.
4. Look for hidden rewards: look for payoffs that you may be receiving for not getting the job one and look for advantages of avoiding whatever changes may occur after finishing a task; for example, success may mean that you lose the attention you now get from people who sympathize with your predicament.
5. Confront negative thoughts: that may be getting in the way of what you need to do such as “I must do it perfectly.”
6. Double your resistance: exaggerate and intensify whatever you are doing that is putting off beginning a task and keep it up until you are really bored and getting to work seems like a better alternative; for example if you procrastinate in the morning from going to work by reading the sports section, read the entire paper word to word until you get bored with it.
7. Take responsibility for each delay: list all of the time you spent procrastinating and note how long it took. Add up the total and list the positive things you could have done with that time if you finished the job to begin with.
8. Tie a distasteful activity to an activity you know you will do: if you procrastinate from exercising, plan to exercise by walking to lunch at a restaurant 20 minutes from work or home.
9. Reward yourself for doing activities that are unpleasant to you.
10. Finish things: avoid beginning a new task until you complete a specific segment of your current task; the experience of finishing something in itself is a great reward.

Adapted from The Relaxation and Stress Reduction Workbook, 2000
Top 10 Ways to Keep Healthy Under Stress

1. **Reduce caffeine intake.**
   Studies show that caffeine can increase levels of stress hormones, and these increases may persist all day long and up to bedtime.

2. **Take along some healthy food.**
   If you have healthy food with you (fruit, yogurt) you won’t suffer the consequences of missed meals and fat-laden fast food binges.

3. **Don’t “treat” stress symptoms.**
   Don’t treat your tiredness, lack of energy, anxiety or worries with alcohol, sedatives, stimulants, or other substances. You will only make stress worse.

4. **Evaluate dietary supplements carefully.**
   Take a look at your diet and ask your doctor if you would benefit from dietary supplements if you’re unsure. Get medical advice before trying any unconventional “stress cures”.

5. **Eat breakfast.**
   Stress increases our need for adequate food and a hectic schedule requires energy.

6. **Drink water**
   While 8 glasses a day is recommended, having water with you to sip all day is a practical way to keep healthy hydration. Sipping water also gives you something to do when nervous and can help you resist the urge for junk food.

7. **Make sleep a priority.**
   If your day is packed with stress, you have to prioritize your need for sleep and recognize sleep for the valuable rejuvenation it provides.

8. **Don’t fall prey to denial.**
   If you are experiencing serious psychological or physical symptoms, don’t just write them off as “due to stress”. It’s better to diagnose problems early when they are most treatable and manageable.

9. **Walk somewhere each day.**
   While you might not have time for a work out, you can make time for a short walk. Just 10-15 minutes can help clear your head and improve your mood. Seize the opportunities to walk when they arise (park farther away in the parking lot or take the stairs instead of the elevator).

10. **Schedule medical and dental appointments.**
    Regular checkups and health screenings are a must for stressful lifestyles. Make appointments in advance so you can plan your schedule to keep these appointments.

Adapted from Melissa Stoppler, M.D.
Examples of Irrational Ideas that can Lead to Stress

1. It is an absolute necessity for an adult to have love and approval from Peers, family and friends.

2. You must be unfailingly competent and almost perfect in all you undertake.

3. It is horrible when people and things are not the way that you would like them to be.

4. You should feel fear or anxiety about anything that is unknown, uncertain, or potentially dangerous.

5. It is easier to avoid than to face life’s difficulties and responsibilities.

6. The past has a lot to do with determining the present.

7. You are helpless and have no control over what you experience or feel.

8. If you don’t go through great lengths to please others, they will abandon or reject you.

9. When people disapprove of you, it invariably means that you are wrong or bad.

10. Your worth as a person depends on how much you achieve and produce.

Adapted from *The Relaxation and Stress Reduction Workbook, 2000*
Tips on Practicing Good Time Management

Time management is critical to success in law school. First, you will have to devote a considerable amount of time to keep up with your classes and assignments and to review and prepare adequately for your exams. Most people recommend about three hours of study time for every one hour of class time (especially for your first year). Second, time management is important because law school learning does not lend itself to cramming or to learning when you’re half-asleep or half-distracted. Such practices will not work because “law school requires you to engage in problem solving, rather than just memorizing; overloading your mind with millions of facts and details will not ensure your success in law school” (S&T 128).

I. Make “God Time” a priority (Psalm 119:9-16).

II. Schedule study time.
1. **BE REALISTIC!** Be realistic in budgeting how much time you will be able to devote to studying.
2. Don’t overlook your personal needs and responsibilities, such as family time or workout time. *Leave some time for fun!*
3. Use free blocks of one hour or more for reading class assignments and briefing cases.
4. Reserve larger blocks of time (perhaps on weekends) for writing assignments, outlining, and other review work.
5. Be efficient with your study time.
   - Don’t do reading assignments too far in advance of class.
   - If possible, schedule study time just before and just after class.
   - Develop regular study habits (e.g., studying in the same place at the same time).
   - Maximize your study time by avoiding distractions and “pre-study rituals” (Walton).
   - Make sure that all your study time is spent in active studying.
   - Study your most difficult material at the beginning or end of your study session. Even consider doing a little “review” or “summary” at the beginning or end of your session.
6. Allocate small blocks of time for “mini-reviews” before each class.
7. To the extent possible, complete a monthly or semester calendar that includes assignments for Legal Research & Writing class, midterms, other assignments. Also, note important upcoming personal commitments. Note how you might need to adjust your weekly schedule to prepare for these assignments.
8. Spread out study sessions if you know that you tend to lose concentration after a certain period of time. (Build “break times” into your schedule.)
9. Develop good sleep habits early. Remember that law school is a three- or four-year process and that skimping on sleep will catch up with you.
10. Develop alternative strategies if keeping a schedule is too restrictive for you, such as creating a “to do” list for each day or each week.

III. Think creatively about how to use “down time.”
# Stages of Readiness to Change

<table>
<thead>
<tr>
<th>STAGE</th>
<th>DESCRIPTION</th>
<th>TECHNIQUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precontemplation</td>
<td>Not considering change</td>
<td>• Identify goals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Self-efficacy</td>
</tr>
<tr>
<td>Contemplation</td>
<td>Ambivalent to changing</td>
<td>• Evaluate discrepancy between goals and behavior</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• State your motivation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tell someone</td>
</tr>
<tr>
<td>Preparation</td>
<td>Cognitively committed to make the change</td>
<td>• Strengthen your commitment to change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Explore options for change</td>
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<tr>
<td></td>
<td></td>
<td>• Discuss with others</td>
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<tr>
<td></td>
<td></td>
<td>• Get accountability and a source of encouragement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Set a start date</td>
</tr>
<tr>
<td>Action</td>
<td>Beginning to change</td>
<td>• Choose rewards to reinforce change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Identify new obstacles</td>
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<tr>
<td></td>
<td></td>
<td>• Celebrate even small successes</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Involved in sustaining change (behavioral strategies are well learned and almost automatic)</td>
<td>• Check in with accountability frequently</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Recognize signs of impending relapse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maintain rewards</td>
</tr>
<tr>
<td>Relapse</td>
<td>Undesired behavior returns</td>
<td>• Identify relapse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reestablish self-efficacy and commitment to change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Learn from experience, develop new behavioral strategy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reframe relapse as “success for a while”</td>
</tr>
<tr>
<td>Termination</td>
<td>Change is no longer an issue</td>
<td>None</td>
</tr>
</tbody>
</table>

Adapted from multiple works by Stephen Rollnick & William R. Miller
Time Management Tips from Regent University Faculty

Dr. Darlene Graves, CPS
- Listen to tapes when driving and when folding clothes and other mundane activities.
- Look through the TV Guide a week in advance. Tape the shows you want to see. When you watch them, you can then zap the commercials. It also helps you avoid some of that random channel surfing.

Jay Black, Communication & the Arts
- Do the tasks that you don't want to do when your energy and mental faculties are at their peak. Getting drudgery done first invigorates the rest of the day.

Dr. Lynne Kohm, School of Law
I find the best time management techniques don't appear to have much to do with time management, but they have everything to do with the outcome of glorifying God and getting work done in an orderly manner. There will be time enough for everything if you understand and live out these principles.
- Know and keep your priorities. Master, Mate (and family), Mission must be the order if you are married. For example, when speaking with your spouse or your children, don't answer the phone. God will provide appropriate time to return that call. Or when determining whether to read for class or have a devotional quiet time, spend time with God first, then move on to your assignment.
- Your work is worship. Realize that your work/studies are designed eternally to bring glory and honor to God (not to you, or me, or anyone else).

Dr. Paul Carr, School of Leadership Studies
- Make choices in favor of learning (or the task at hand) when in conflict with other activities; look to the future benefits of the learning (or task) undertaken now; delay gratification (until the learning or task is completed); and solve problems (which includes evaluating alternatives and anticipating consequences of the choices made).
- Be on time starting and ending tasks (as much as possible), plan for interruptions or delays, and make the time to think and be creative with tasks. Look for ways to enjoy every task. I think Mozart stated that the space between the notes creates the music - rest is important.

Dr. Mara Crabtree, School of Leadership Studies
First thing in the morning, commit the day to the Lord. Ask for the Holy Spirit’s guidance in praying over each part of the day: each commitment, task, etc. Surrender the time to the Lord, thanking Him, praising Him and having faith that He will give wisdom and guidance throughout the day. If the day is a particularly “heavy” one as far as needs and responsibilities, give enough time to prayer so that you enter the day with confidence and peace. I know of no greater time management “technique” than prayer. Through prayer, God lays the groundwork and the framework of our days, protects us and gives us good success. Prayer helps form a spirit of obedience in us so that are more sensitive to the Holy Spirit throughout the day. I find that when I place God and His kingdom purposes first on my agenda, the day goes amazingly well, even in the midst of many challenges and tasks.

Dr. Natt Gantt, School of Law
- Make "God time" a priority.
- Schedule your time so that you cluster similar activities together. (For instance, try to cluster your study time so that you can have a nice block of "non-school" time each day and week.)
- Try to use your "down time" creatively. (For instance, be sensitive to time you have during the day and week when you are waiting on something or someone else. During that time, pick up your study materials and try to study.)
Dr. Diane Wiater, Graduate School of Business
- Keep the Sabbath. If you do not have a day devoted to God and restoration, you will soon deplete your reserves. Graduate school is not a season to run on reserves.
- Make a budget for your time in the same way you make a budget for your financial resources. Block in the absolutes (devotions, work, small group, recreation, family time, etc.) This will help you prioritize your time and determine if you can afford to say yes to another project or activity.
- Keep your time budget. As a graduate student, I had recreation budgeted in. For me, it's an absolute. However, my time budget only allowed so much recreation time. There were many times I had to say no to something I longed to do.
- Learn to say NO.

Diane Chandler, School of Divinity
- Start every day with the Lord, asking His blessing and guidance. When you begin work each day, take a moment again and commit all that occurs that day to the Lord. After all, He is the One in control. Be prepared for the unexpected. At the end of the day, take some time to review the day and plan for the next one. Think ahead.
- Learn how to manage your energy, not just your time. This involves good habits of eating, sleeping, resting, working, and playing. After great energy expenditure, we need energy renewal. Listen to your body's signals for replenishment.
- Develop the art of the 10-20 minute break to renew emotional, mental, physical and spiritual energy.
- Establish weekly priorities so that if you cannot accomplish everything in the day you had hoped, you will have a margin in which to complete them. Don't be discouraged.
- Remember the Sabbath, designed by God as a reminder to receive His grace and cease from works.

Dr. Michael Graves, School of Communication & the Arts
#1 Never respond to emails. (Note: This was in response to an e-mail requesting his time management tips.)
#2 Take the time to make "to do" lists.
#3 Always prioritize your "to do" lists.
#4 Always begin with "1" on the list.
#5 Regardless of your supervisor's "to do" list for you, always pay something into your own "account" each working day.
#6 Work for the long haul, rather than toward fleeting, short-term goals.
#7 Take time to sharpen the chain saw. A dull saw takes more time to cut a log.

Dr. Graham Twelftree, School of Divinity
- Always start every day early and with significant prayer. Work full, focused days.
- Do first what is important.
- Refuse all offers that do not fit your calling and goals. Do only what you can do and need to do. Stay away from time-wasters who have no goals in life.
- Review frequently (at least daily) how your time is used and how it contributes to your goals - which need to be written out and kept in mind if one is to keep going in tough times.
- Always honor the Sabbath (it's one of the big 10!). You can accomplish more in 6 days than in 7!
- Read Gordon MacDonald, Ordering Your Private World.
- Never give up!
Tips for Families

1. Reconsider the need for a picture-perfect house for a while.
2. Establish routines that involve all family members –
   - Split up tasks.
     - Rotate who’s in charge of fixing supper, cleanup, etc.
     - Remember: it’s better for you and for children’s developing self-esteem to let their best effort be good enough. Give them things they can do. Celebrate their efforts. Resist the temptation to re-do their tasks for them.
3. Give kids age-appropriate responsibilities.
   - Preparing bag lunch (the night before)
   - Making their own bed, folding their own laundry, etc.
4. Simplify hectic times, like the morning-
   - Do things the night before:
     - Set the table for breakfast.
     - Have kids put out their clothes for tomorrow.
   - Pack lunches.
5. Make mealtimes work for your family.
   - Consider a regular routine, like Wednesday night being spaghetti night. This can make meal-planning and shopping much easier.
   - Use family meeting as a time to pool ideas for favorite meals, or change the routine, if it’s getting dull.
   - Consider cooking larger amounts that can be frozen or used for lunches.
   - Try to eat together regularly.
   - Encourage everyone to share about their day. What a great way to keep in touch with the details!
   - Use mealtimes as a chance for everyone to learn to really listen to each other’s sharing.
   - Plan nutritious meals. (For ideas on easy, healthy lunches, see [http://www.iamnext.com/living/fastfood.html](http://www.iamnext.com/living/fastfood.html)).
6. Find ways to exercise together, as a family.

Finding Time for Everyone
- Try to schedule a date night every now and then with your spouse.
- Practice sincere compliments with each other.
- Share with your spouse some of the things that first attracting you to him or her.
- If childcare is a problem, consider swapping childcare with friends or neighbors; they watch your kids at times, you watch theirs at other times.
- Try to schedule one-on-one times with your kids.
- Consider regular family meetings to plan together or discuss problems.
- Have a regular time of family altar.
- Establish a regular bedtime routine (e.g. fairly set bath time, pajama time, storyreading time, into-bed time).
How to Balance Life and Learning without Hurting Somebody

Decision Grid

<table>
<thead>
<tr>
<th>What I gain if I change behavior</th>
<th>What I gain if I don't change behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>What I lose if I change behavior</td>
<td>What I lose if I don't change behavior</td>
</tr>
</tbody>
</table>

Where are we going?

- Balance in a lopsided world
- Having and keeping a life
- Effective and efficient learning
- Cause no harm

Balance in a lopsided world
1. List your priorities
2. Rank them
3. Can you eliminate anything?
4. When will the ranking change? How?

Balance in a lopsided world
- God time
- Short list
- “Nothing” time
- Limit information overload
- Rotate priorities

Reality Check on Time Usage
1. Master
2. Mate
3. Mission

Thanks to Dr. Lynne Kohm, School of Law
Having and Keeping a Life

Does your time usage reflect your priorities?
- Set up a time budget
- Use a time log to monitor reality
- Make an action plan

Your action plan
1. Choose a target behavior.
2. Record a baseline (see your time log).
3. Establish goals.
4. Choose rewards.
5. Record your progress.
6. Reward your successes.
7. Adjust your plan as needed.

Adapted from Dean Coon, *Introduction to Psychology*, 8th ed.

Your action plan
- Use SMART goals
  - Specific
  - Measurable
  - Attainable
  - Realistic
  - Timely
  - From Paul J. Meyer, *Attitude is Everything*

Reward yourself
- Things you'd do anyway
- Things you'd buy anyway
- A change
- A short break
- Exercise, people
- Tokens good for...

Scheduling
- Fixed vs. discretionary commitments
- Boulders, gravel, and water
- Catch up time
- Down time

Scheduling
1. Block in appointments, classes, routines, etc.
2. Block in "gravel"
3. Block in "water"
4. Work backwards from due dates
5. Plan "cushion" and "catchup" time
Support along the way
1. Self
   - Self-talk
   - Rewards
2. Others
3. Professionals

Launching pads
- In the car
- By the front door

Effective and efficient learning
- Reading
- Processing
- Memory – storage and retrieval

Reading
- Toss, skim, or read?
- Avoiding excess information
- Redeem “waiting” time

Skimming
- Use a highlighter
- 1st and 2nd paragraphs
- Every 1st sentence...
- Conclusion
- See How to Read a Book by Mortimer J. Adler

Processing: SQR3
- Survey
- Question
- Read
- Recite
- Review
Memory
- Expanding retrieval practice
- Practice what you *don’t* know!
- Use Mnemonics
- Use external prompts for prospective memory

Do No Harm
You need
- Sleep
- People
- Exercise
- Nutrition

Do No Harm
- Regular sleep schedule
- Exercise promotes sleep
- Limit caffeine
- Don’t study in bed

Do No Harm
- Get off the adrenaline rush of procrastination
- Set deadlines to fight perfectionism
- Recognize nickel vs. $10 decisions
- Use routines to simplify life

Do No Harm
- Use the +1/-2 principle
- Practice the “qualified yes”

*Your feedback is appreciated.*
*It will shape this and future workshops.*
May I follow up with you?
Time Management
Please give us your feedback.