

Procrastination

- You have to learn to juggle many projects at once.
 - You can create habits by creating structure.
 - Journals
 - Calendars
 - “To Do” Lists
 - “Did Do” Lists
 - Charts & Graphs







**Put the BIG rocks
in
FIRST!**

How to Balance Your Priorities

If this was your life, have you put enough into each area to make the rock roll?

Health/Fitness

Personal growth

Fun/recreation

Spirituality

Partner/romance

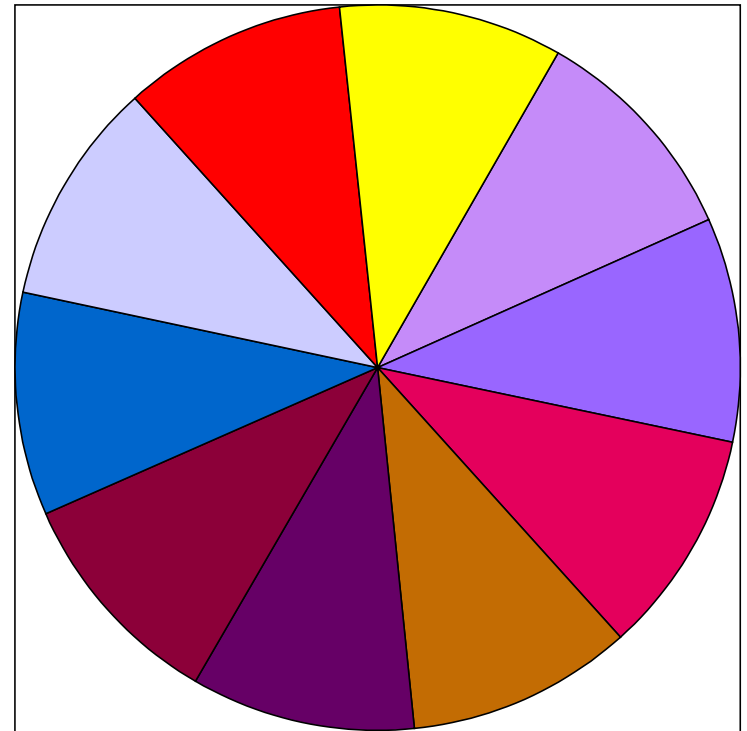
Physical environment

Financial security

Career

Friends

Family



The Ultimate Time Management Question

- What is the best use of my time
RIGHT NOW?
 - *How to Get Control of Your Time
and Your Life* by Alan Lakein



Is this you?



JORGE CHAM © 2002

www.phdcomics.com



Pay Yourself FIRST

- We tend to schedule things where we are responsible to others, not ourselves.
- Make blocks for researching, emailing, office work, writing, etc.
- Save email for low-energy time (i.e., afternoon.)



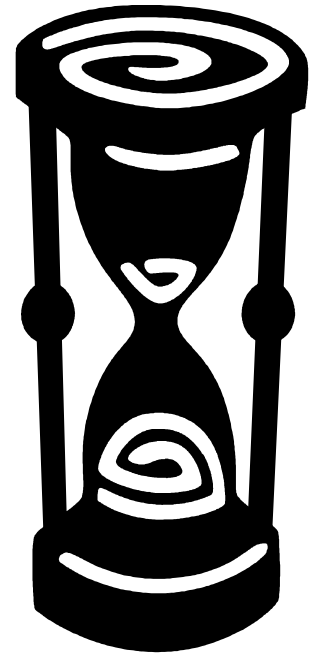
**Try giving big projects just
30 minutes a day**

**Use a kitchen
timer...**



If that seems to be too much...

- Try the Tolerable Ten
 - Because any task, no matter how unpleasant, can be tolerated for a short amount of time.
 - And don't let guilt rule—once you create this habit, you will come back to the project... instead of avoiding it.



Procrastination & Weightlifting

- What lesson can we learn from weightlifting that we can apply to procrastination?
 - If you try to lift a heavy weight and fail, do you come back the next day and say you are going to try and lift even more?
 - NO- you lower the weights and work your way back up to the higher weight.
 - Same applies to getting tasks done.
 - If you don't get 3 articles read today, don't think you can read 6 tomorrow. Be realistic.



How to Conquer Grad School

- Avoid these three pitfalls:
 - Procrastination
 - Perfectionism
 - Presumption
 - What grad school will be like
 - What you know & don't know



How to Conquer Grad School

■ And before you go:

- Build self-efficacy

- Understand two syndromes:

- Imposter Syndrome

- “When are they going to figure out that I don’t belong here?”

- Solution- Fake it till you make it and believe in yourself & your strengths

- Pioneer Syndrome

- There can be added pressure if you are first in family to get advanced degree

- Solution- communicate with them

