

Keeping Motivated and Avoiding Procrastination

- Maintain realistic goals.
- Reward yourself for completing tasks. For instance, after completing the reading for a course, have a short break. The length of your break should depend upon the amount of study that you have achieved, e.g., an afternoon's worth of work could be rewarded by meeting a friend or going out socially; while reading for 50 minutes could be rewarded by having a 10 minute break.
- Break down large tasks into smaller manageable tasks and reward yourself for each part completed.
- Cross off completed tasks, so that you can see your progress.
- Replace negative thoughts with positive thoughts. Tell yourself, for instance, "I know this is hard, but I can do it."
- Maintain your schedule by reviewing your monthly, weekly, and daily commitments. Allow time for relaxation.
- Have unplanned blocks of time during the week to allow you to catch up.
- Think about how important this Early Childhood Diploma is for your long-term goals, and how willing you are to complete the necessary tasks to be successful . Think about why you are attending College and how this education will help you.
- At the same time, consider your short-term goals. Remind yourself that completing assignments is part of being successful in the course. Having goals allows you to be more focused and gives direction and meaning to your life.
- Some students avoid work because they feel their work has to be excellent. Try to avoid perfectionism. Keep in mind that students attend College to learn.
- If you notice yourself procrastination, think about how good you will feel once you have completed the task.
- If you keep putting off your task, re-evaluate your long-term goals and your current life situations. Ask yourself, "Is this Early Childhood Diploma for me?"; "Do my passions lie another field?"; "Am I juggling too many things in my life"; and "Should I delay, and start the course at a later time?" If you are having these types of thoughts, it is good to talk things over as soon as possible either with your Instructor or with the Student Success Counsellor. We are here to help you. Leaving this too late may cost you, both in terms of quality of life and reimbursement of tuition fees.