1) **KNOW WHAT YOU SHOULD ACCOMPLISH.**
You are more likely to complete a task that you clearly understand. Therefore, know expectations and what you are to undertake. If you are uncertain about what you should accomplish, ask!

2) **DETERMINE DEADLINES.**
Have a preset time limit for completing the whole task and, if appropriate, various steps of the task. People tend to follow deadlines established by other people (as opposed to self-imposed deadlines). Therefore, if your instructor does not provide a strict deadline, ask another person — a classmate, roommate, or peer tutor — to establish a reasonable written deadline for you.

3) **USE SCHEDULES/PLANNERS.**
Write or type what you want to do and when you will do it. You are more likely to accomplish a task that you write down.

4) **PRIORITIZE.**
Assign a level of importance to all tasks. Then categorize activities according to:
- Will work on today.
- Will work on today if time.
- Will save for another day.

5) **BREAK A TASK INTO A SERIES OF STEPS.**
Large tasks seem less overwhelming and more approachable if you view them as a series of steps, as opposed to a gigantic whole. At the very least, identify one step that you can do, then do it!

6) **DO THE UNPLEASANT TASK FIRST.**
Get the distasteful activity out of the way early, and then work on easier or more desirable activities.

7) **CHANGE HOW YOU THINK ABOUT THE TASK.**
Instead of thinking of the activity as “dreaded” or “terrible,” consider it as a practical means to an end, such as a course that completes a curriculum requirement, a grade to pass a course, or a term paper that gives you research and writing experience.

8) **HAVE FUN WITH THE ACTIVITY.**
See if you can be imaginative with the task, such as adding color and other creative elements to an assignment. Or, you can invent a game or competition for yourself, such as beating a previous time for completing the task or keeping pace with a classmate’s score.

9) **ESTABLISH REWARDS.**
- **Extrinsic rewards:** Compensate yourself by watching a TV program or going out to eat at a favorite restaurant.
- **Intrinsic rewards:** Recognize the personal sense of satisfaction that you receive when you’ve completed the task.

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*from College Study by Sally A. Lipsky (New York: Pearson Education, 2013), pp. 25-27*