# Anti-Procrastination Plan For Your Mentee

*Ask your mentee to n*ame an academic task that they are currently putting off.*

1. **Monday -** Make it Meaningful.
    - Why is the task important to you?
    - What are the benefits of completing it?
    - How will you feel when it is complete?

2. **Tuesday -** Take it apart. Break the task into smaller parts that take 15 minutes. List at least 2.

3. **Wednesday -** Write an Intention Statement as to what you will do to get moving on the task. Be very specific as to what part of the task you will do and by when you will do it. Sign & Date it.

4. **Thursday -** Tell everyone. (When you tell people, you feel more accountable). Tell the other two people in your group what you are going to do in #4.

5. **Friday -** Find a reward for completing #4. Be specific, moral and legal. Don't use something you were going to do anyway. Choose something you are willing to withhold if you don't get it done.

6. **Saturday -** Settle it now. Jump in. Just do it. Slow immersion can be torture. What could you do between now and 5pm today to get started?

7. **Sunday -** Say no. Be honest. If you are not going to do it, say NO. Are you REALLY going to do it? If not, admit it and then you are no longer procrastinating! (i.e. recognize presence of the dragon & it disappears!)

From Becoming a Master Student by Dave Ellis