go How to stop **procrastinating**

Stuck in a procrastination rut? Perhaps you're procrastinating right now by googling 'How to stop procrastinating'? Whether you've spent the last two hours cleaning your room from top to bottom, or you've been scrolling through the endless sea of online posts, **we've all been there.** So let this be your last bit of procrastination, and check out our **5 steps to stop procrastinating** and get working!

1. Know what to prioritise

Categorise your tasks into different priorities. You can use high, medium, or low categories, or label them, 1 being the highest priority, all the way down to the lowest, whether its 10 or 100! Then, start work on the highest priority tasks!

2. Be realistic with your targets

Think about what you know you can actually achieve in the time you have, and divide the workload for a task into manageable time segments.

3. Be aware of your distractions

Have a think about what it is that's distracting you and taking time away from your tasks, is it a specific app, the environment you're working in, or having one too many tea and biscuit breaks? Do what you can do minimise these distractions!

4. Take regular breaks

It's important to take time away from whatever you're working on and let yourself have some time doing the things that you enjoy, whether it's 15 minutes on your phone every two hours of work completed or chatting to friends.

5. Think about why you're procrastinating

It's important to think about why you're procrastinating. If it's a mundane task that you're putting off simply because it's not the most exciting, it's a given, however, if you find yourself repeatedly procrastinating from your university assignments, it may be a sign that you need to take some action and perhaps change course.