

# HOW TO: STOP PROCRASTINATING

- 1 Create a To-Do List to stay organized

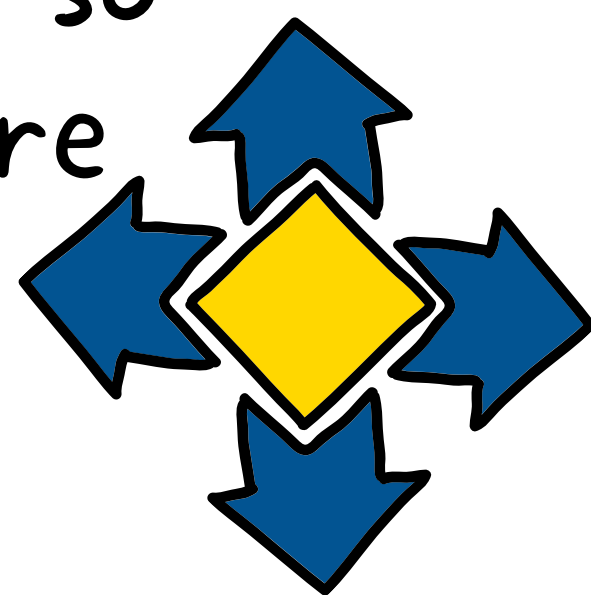


- 2 Decide on a task and stick with it!

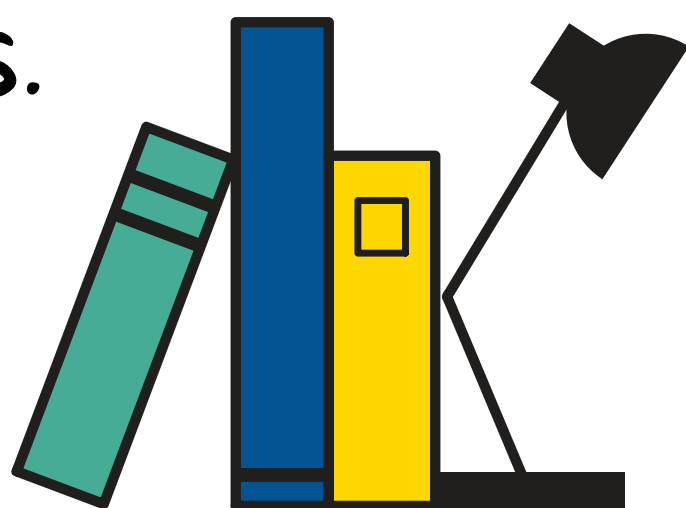
- 3 Eliminate distractions such as cell phones and television



- 4 Break down larger tasks so they are more manageable



- 5 Study in an environment that sets you up for success.



- 6 Plan time to do the things you want, so you don't avoid the things you need to do.