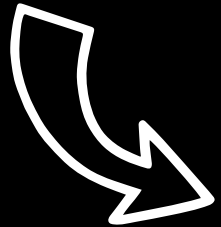


Student support

Procrastinating?

Twelve top tips to tackle it!



From Peer Mentors



University of Essex

Planning is key; manage your time wisely.

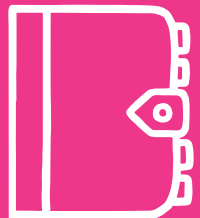
- You could use lists, a calendar or a diary.
- Breakdown tasks into bite-size chunks, prioritise them, then allocate a date and time next to each task.
- Be realistic!
- For assignments: remember to plan time to write a few draft versions, reflect, edit and proofread before submitting your work.
- Try an academic wall planner: email peermentor@essex.ac.uk for a copy.
- But...Spend less time planning and actually do it!



2

Establish personal goals (small or big)

- **Small goals:** e.g. set deadlines for: writing a specific part of your assignment or essay, or answering a certain number of questions, or reading a specific article, chapter or section of a book within a certain time.
- **Big goals:** e.g. grades for scholarships, study abroad or future career aims. Imagine applying for an internship after first year - they will look at your grades! First year does count!



Reward yourself!

- Alternate unenjoyable tasks with something that you like.
- When you reach a small or big goal, take a break, see friends, exercise etc



Avoid distractions – find your study space

- **Library**

<http://libwww.essex.ac.uk/hours.htm>

- **Group Study Pods**

www.essex.ac.uk/it/computers/pods

- **Other study spaces**

www.essex.ac.uk/students/campus/colchester.aspx



Find a study buddy.

- Studying alongside someone else can keep you accountable, enabling you to complete the tasks you've set yourself.
- You could arrange to study together with classmates (or your peer mentor) or suggest it via your departmental Facebook page: www.essex.ac.uk/depts



Make the most of available resources

- Your lectures and classes are important resources. Attending them will help you to save time in the long run, because you'll keep up with what's important.
- Use the feedback for your last assignment (Contact your tutor if you are unsure.)
- Departmental Handbook:
www.essex.ac.uk/students/study-resources/handbooks
- PC labs: www.essex.ac.uk/it/computers/labs/
- Skills Centre (Talent Development Centre):
www.essex.ac.uk/skillscentre/
- Other helpful study resources:
www.essex.ac.uk/students/study-resources



Stay healthy; including sleeping enough and choosing food wisely.

- Timetable your sleep: on average, adults need 7-8 hours per night.
- Did you know how sugar, caffeine and carbohydrates can impact on your study?

<https://vimeo.com/129228224>

<https://vimeo.com/129446055>

<https://vimeo.com/142262148>



If a task is too stressful...

- Put it away and set a time to look at it again.
- Use face-to-face support and online guidance to cope with stress: www.essex.ac.uk/students/health-and-wellbeing/stress.aspx
- Try a different way of studying that topic.



It is ok to ask for help!

- If you start each assignment the day you receive it, there is more time to ask for help.
- You could ask your Peer Mentor or your Personal Tutor for general help or advice.
- Your lecturer or class teacher will also be available both in office hours and by email, if you are unsure about how to improve.



10

Learn how to make reading work for you.

- Read the coursework questions carefully when you are given them, so you can prepare properly.
- Check out basic advice on reading strategies:
www.essex.ac.uk/study/ug/essex101/default.aspx
- Your departmental handbook will provide relevant tips too:
www.essex.ac.uk/students/study-resources/handbooks



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Keep busy, it forces you to organise your time.

- Don't miss out on the opportunities to get involved: e.g. Students' Union clubs and societies, departmental events, the Big Essex Award, internships, Student Ambassador, frontrunners etc.



12

Balance your time between work and other activities – Don't overwork yourself, take breaks!

- Activities outside of your studies contribute to your overall experience of the world; these will deepen your understanding of your work and enrich it.
- You aren't expected to study 24/7.
- Stick to your well-defined study times, and you'll have plenty of time to enjoy other activities!
- Remember to plan for thinking time! Thinking time + reading time + writing time! Your brain needs time and rest to process new information.



Good luck!

From your Peer Mentors

Any questions: peermentor@essex.ac.uk