**MURPHY BI-WEEKLY WRITING TIP**

**Dealing with Procrastination**

Dear Murphy Students:

Many of us fall into the habit of leaving what could be done today for tomorrow. In the worst cases, we then find ourselves scrambling to catch up and complete a pile of work last-minute, stressed and overwhelmed.

This week's tip will offer three quick strategies to help you avoid procrastinating on important work and get started today.

**Tips to Help Avoid Procrastination**

**Accept Imperfection**

One common reason we procrastinate is because we do not want to do bad work – we may want our work to be nearly perfect, and seeing our work be “bad” or flawed will only stress us and disappoint us.

Yet, flawed work is part of the process. Our first efforts and first drafts will always have flaws. However, starting early is a chance to get the “flawed work” out of your system so you can have more time to improve it.

Remember: You can always access resources to help you improve.

**Break Down the Assignment**

As soon as you receive your assignment, spend a few minutes creating a list of what you will need to do to complete it. Make every task specific.

Instead of:  
I need to write a Literature Review by May 14th

Write:  
I need to find five sources. I need to analyze the sources. I can look for samples on how a Literature Review looks like. I will...

A list may sound intimidating, but it will give you smaller tasks you can start to do sooner.

**The Five-to-Ten-Minute Rule**

When you are unmotivated or uninterested in doing an important task, tell yourself you will do it for 5-10 minutes and then you can do something else.

You will either become motivated to continue working, or if you do decide to stop, you will at least have made some progress on the overall assignment.

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**Sign Up for a One-On-One Tutoring Session**

1. Visit [https://murphy.mywconline.net/](https://murphy.mywconline.net/)
2. Register for an account
3. Log in and select the “QC Writing Center” calendar.
4. Choose any of the available white rectangles.
5. Fill out the form with your assignment info.

Jean Soto, Writing Specialist  
Jean.Soto@slu.cuny.edu  
(929) 265-2101

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If you have questions or want to put this into practice, feel free to contact me! 😊