

# Your Productivity Habit Guide

## The Procrastinator

You're someone who postpones actions or decisions. This could look like doing chores or walking the dog before you need to do what's really important.

*By definition, procrastination is "the act or habit of procrastinating, or putting off or delaying, especially something requiring immediate attention: She was smart, but her constant procrastination led her to be late with almost every assignment."*

**The effects** - The effects of procrastinating can include a sense of guilt, severe loss of personal productivity, stress, anxiety, lack of sleep, and low self-esteem not to mention the pressure to meet responsibilities or commitments.

**How to improve** - It's important for you to understand why you procrastinate to better resolve this. Here are some things that help reduce and eliminate procrastination. Eliminate distractions, build a support network, track progress, clarify goals, and break down tasks into easier manageable bite-size pieces.

Want to learn more? [Click here.](#)

## The Pro Prioritiser

Looks like you're someone who likes to work effectively, tackles a task with intention and sets out priorities with SMART goals.

*By definition, to prioritise is to "designate or treat (something) as being very or most important".*

**The effects** – Some things to watch out for are focusing too much on a project rather than the process, being overly self-critical, and valuing speed over quality. There are many strengths such as being goal orientated, the ability to analyse and problem solve.

**How to manage** – Prioritisers can easily get in the habit of planning every minute of every day and constantly monitoring performance. It's important to allow times when nothing is planned to reset, rest and enjoy time doing things you love that aren't tied to a target. This can look like spending time with family, friends and doing something you enjoy like a hobby.

## The Super Social

You're the life of the party, prefer to call rather than text and a social time is always a good time. You're productive when you get to collaborate and work with others.

*By definition, socialise is "to make social; make fit for life in companionship with others."*

**The effects** – Can have benefits of better physical health, improved mental health, and even lower risk of dementia. However, when you over socialise, you run the risk of losing track of the task, settings priorities as the focus, and having a lack of motivation towards other areas of focus in life.

**How to manage** – If you love to socialise why not plan events and activities with friends as a reward for milestones in your studies? For example, after an exam, attend the end-of-exam party or plan a day out. Setting priorities for your studies will help you remain focused and be accountable for important dates coming up.

Want to learn more? [Click here.](#)

## The Overachiever

You're in the smaller percentage of people who achieve great things, strive to do your best, but aim to accomplish more. You might also identify as a perfectionist. Mostly you're involved in many things from groups, social clubs and extracurricular activities.

*By definition, overachieve is to: "do better than expected; achieve more than is standard or usual."*

**The effects** – When you spend a lot of time focusing on performance, results, or an outcome it's common for a decline in one's own health, and it can take its toll on relationships.

**How to manage** – The key is to steer your drive for accomplishment with realistic timeframes plus regular check-ins with yourself can help you to avoid burnout. Prioritising your health with a consistent sleeping routine and making time for people in your life your care about will help.

If you'd benefit from your own custom schedule like the below [click here](#) to make your own.



	Monday	Tuesday	Wednesday	Thursday	Friday
8 AM	Study Group (1hr)			Exam prep	Exam prep
9 AM	Lecture	Tutorial	Assignment work	Dance class	
10 AM		Assignment work	Lecture		Volunteering
11 AM	Lunch with friends	Lecture		Lunch with friends	
12 PM	Assignment work	Study Group (1hr)	Pilates	Tutorial	
1 PM		Volunteering	Study	Tutorial	Pilates
2 PM	Dance class		Clubs Meeting	Study	Assignment work
3 PM		Study			Dance class
4 PM					
5 PM					

## The Avoidant

So, you like to put assignment work off as long as you can, maybe you find yourself always saying things like... "I'll get to that later" or "there is plenty of time, I don't need to do that now". You my friend would be considered the avoidant.

*By definition, to neglect is "to pay little or no attention to; fail to heed; disregard."*

**The effects** - Lack of motivation, lack of concentration or interest. There are different types of neglect specifically for students - this could be categorised as passive or wilful. An example is choosing if you want to do something or not, regardless of the urgency. This can affect many areas of someone's life, not just in their studies.

**How to manage** – Adding clarity to the task and identifying the impacts of your actions can better assist you with being self-aware and accountable for your actions. Often, we tend to neglect things we don't enjoy or don't understand. Clarity will assist with understanding in greater detail and remind yourself of what excites you about the task or what the outcome will bring.