

“Nothing is so fatiguing as the eternal hanging on of an uncompleted task.”

William James



HOW ARE YOU HANDLING UNCOMPLETED TASKS?

If you have any assignments that you are putting off or if you find yourself falling behind on course work, it could be the reason why you are feeling sleepy, lethargic, depressed, anxious, or just plain unhappy.

What should you do to start feeling better and more in control of your academic work?

- 1. Make a list of what needs to be done or what you have avoided doing.**
- 2. Cut the project(s) into component parts.**
- 3. Set (realistic) deadlines for the completion of each part.**
- 4. Ask a friend to verify completion of each part.**
- 5. Use positive self-talk and reward your progress!**

Just getting the tasks down on paper is an important start. Then setting up a plan, and getting someone else to hold you accountable can be just the discipline you need to make it happen. Finally, the progress you make and the sense of accomplishment should help you to feel both physically and mentally less tired and healthier!

For more study tips or to subscribe to our podcasts, visit: <http://LSS.edgewood.edu>.