



Instructor Guide for

## Procrastination Solutions

(SPARK >> Getting Started >> Time Management)

*Note: This resource is not itself a worksheet but rather provides guidance. Can be used with the Assignment Task Checklist resource. Also, see the **Learning Skills “To-Do List”** form found at: <http://lss.info.yorku.ca/files/2013/08/To-Do-List.pdf>*

### **Skills Addressed**

- Ability to avoid procrastinating on school tasks by:
  - building awareness of some common causes
  - identifying some practical strategies

### **Suggested Uses**

- Independent student use:** Ask/suggest that students read resource on their own and decide for themselves when/ if/ how they will use resource
- Instructor-led Discussion:** Devote lecture/ tutorial time to describing the resource, its purposes and uses, and/or incorporate description and use of resource into broader discussion focusing on building the skills the resource targets
- Small Group Discussion:** Use to stimulate informal class/ tutorial discussion, and/or small group discussion

### **Feedback / Evaluation Options**

- Personal reflection and/or self-assessment**
- Informally, in small group discussion:** Assign to students to complete for sharing and discussion in small groups
- Peer Evaluation:** Assign to students to complete independently, for more formal peer evaluation
- Instructor Evaluation:** Assign to students to complete independently, or as one stage of a larger assignment, and hand in for formal instructor evaluation
- Tracking Completion without Evaluating:** Assign to students to complete resource independently (on an ongoing basis, or at specific, appropriate times during the course), then hand in to instructor to track completion without assigning a specific grade to any individual completed resource