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