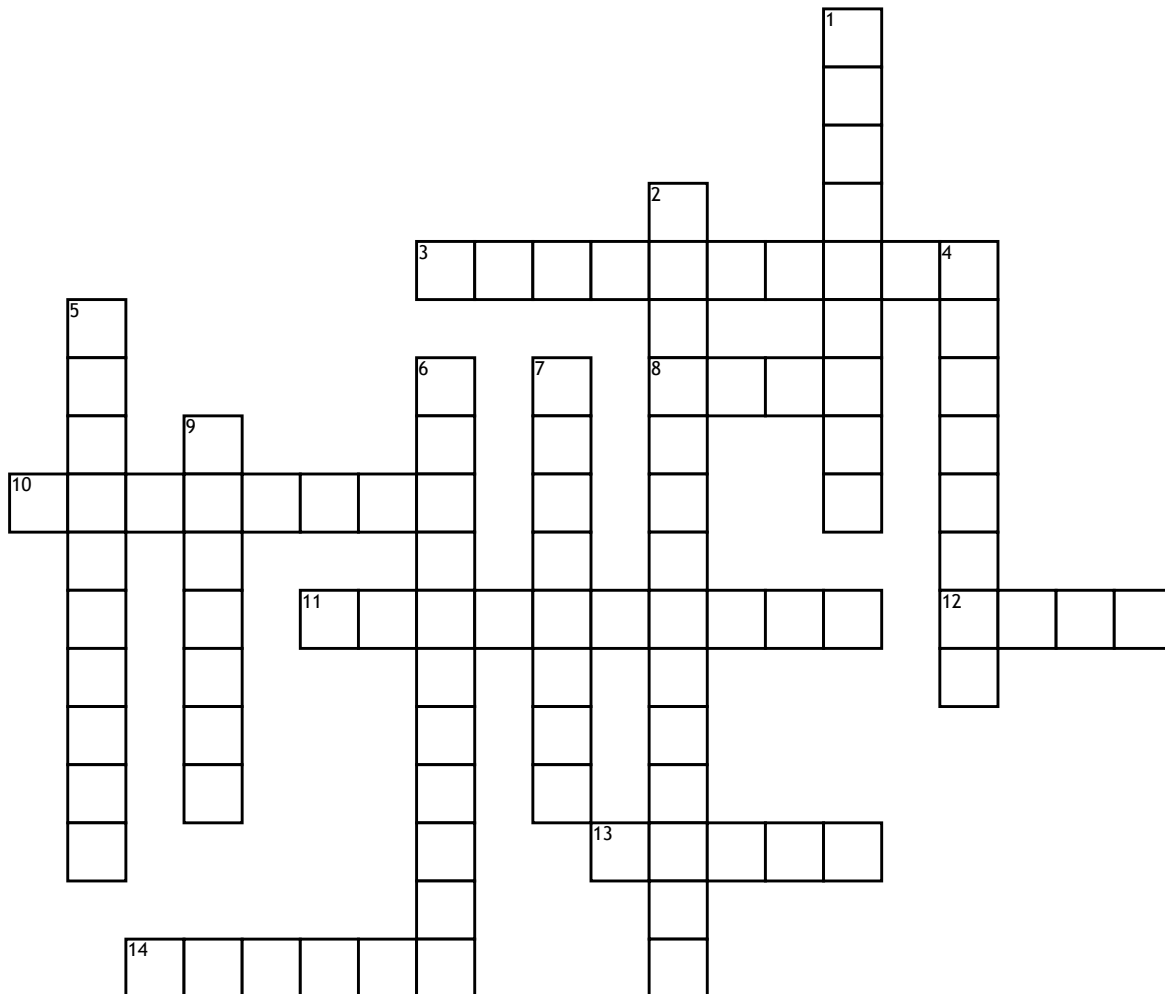


Procrastination



Across

3. The best location to study
 8. What is the least amount of time (in minutes) you should plan to spend on a task at a time?
 10. One strategy to help overcome procrastination is to use _____.
 11. A strategy to help beat procrastination is to do the thing you hate the most first that way the rest of the items appear easy. What is this strategy called?

12. What type of list can you create to help manage your time?
 13. What tool can we use to help us manage our time?
 14. We can break down tasks into smaller _____.

Down

1. How do you avoid procrastination?
 2. Recognizing and recording what you have achieved.
 4. Another word for guessing.

5. Ordering tasks that need to be completed from most to least important
 6. Things that distract us and lead us to procrastinate
 7. Your prime time to get work done is at night
 9. what can you plan into your schedule that will help motivate you to get your work done?