

MODULE 3

Class Title: Procrastination - Part 2 (2nd part of a 2 lesson series)

Aim of the lesson: to understand the dynamics of this habit and learn how to cure it

Category: Personal Development

Lesson Format: Power point presentation with discussion

Handout: in folder

Greeting to students) *Assalam alaikum wa Rahmatullahi wa Barakatuh*

(*Ta'awwuz*) *Aoodhubillahi min AsShaytanir Rajeem*

(*Tasmiyah*) *Bismillahir Rahmanir Raheem*

(*Du'a*) *Rabbish rahli sadri wa yassirli amri wahlul uqdatum millisani yafqahu qawli*

(Surah Ta-Ha 20: Verse 25-28)

Slide 1:

Resuming our class, where were we? We had made a list of all the things on which, generally speaking, people procrastinate and we had finally come on the religious aspect and had talked about covering our heads. Hopefully we did understand that if we are not doing it, it is procrastination, unless, you've decided for yourself that I'm not going to do it. This is not for me.

If that is the point of view then obviously then it's not procrastination, perhaps something else, something more vicious than procrastination. But if we are not doing what Allah(swt) has actually told us to then that isn't right and the first step towards improving yourself is to identify what are the things that I need to change about myself, am I right? Okay, we've talked about covering the head and *salah*, what other things are challenging for us, as teenagers, on which we procrastinate from the religious angle?

Student: Fasting.

Teacher: Okay fasting, do you think there are girls because they don't fast because they find it difficult?

Student: Yes

Teacher: Okay, do you they realize that they're supposed to and it's really important?

Student: No

Teacher: They don't realize that it's very important. Okay, then there's some other problem. If you realize something is for you and you're not doing it because you're finding it either boring or inconvenient and difficult then that's procrastination. Okay, what other things are difficult for teenagers from religious angle? Any other challenge that you have? Yes?

Student: Reading the *Qur'an*

Teacher: Reading the *Qur'an*. Yes and what stops us from reading the *Qur'an*?

Student: Miss, maybe its because you don't actually understand what you're reading so it doesn't seem interesting?

Teacher: Yes, that is one reason. Sometimes when we don't understand what we're reading that can be a cause of finding something boring, what else? Reading the *Qur'an*, *salah*, fasting , covering our head, any other thing which you procrastinate about? Are we doing everything else?

Student: *Eid salah*, you have to wake up.

Teacher: *Eid salah*, yes! And why do you not do it? Because?

Student: Because you have to wake up early in the morning.

Teacher: You have to get up early in the morning so you kind of procrastinate and this is a kind of procrastination where you end up not doing that particular thing because you feel that your sleep is more important. You were saying something? Were you? Somebody?

Okay, so this is pretty much sums up the things that we procrastinate about, right? And if we are procrastinating none of the excuses are really valid. We have to be extremely honest with ourselves, what is the reason?

Because if you don't realize that you have a particular problem how will you cure it ? Are we clear on the definition? For example, if a Christian lady is not covering her head that's not procrastination for her. That's not in her priority list. It's not something that is important for her but for us we'll have to know that its something very important. It's identified as something compulsory and if I'm not doing it then one of the reasons could be that I am seriously procrastinating on it.

Slides 2 - 3:

Okay, now, real procrastinators they actually tell themselves five lies. There are five lies are the thoughts that come to your mind when you procrastinate or because of which you procrastinate. So, what is the first excuse? They overestimate the time they have left to perform task: they overestimate the time that they have left. I'm going to give two examples:

Example no.1: Today's Friday. You came home, you are given an assignment. You feel it's going to take 1 hour and you say: Well, I've got like Friday evening and then I've got Saturday and I've got Sunday, there's no way I'm going to do that right now. Actually, my son did tell me this, this afternoon, and I was thinking that okay this guy is procrastinating. He's like: No I'm not going to do it today. I told him:

What if we go out somewhere tomorrow? He said: wake me up early in the morning and I'm going to do it then. What is the problem in that? No problem. But usually, procrastinators, what do they do? They say: well today's Friday there's no way I'm opening my books today.

Saturday comes. Saturday, somebody has invited you to spend the day. You say: Well, it doesn't matter I've got Sunday. So, Saturday's gone. Sunday comes. Early in the morning your parents announce: We're going to the beach and you say: Oh my God! What do I do now? and you say:

Well, it's just a matter of one hour so let me just go to the beach and come back and do it in the evening, before I sleep, I'm going to do it then. There was a serious traffic jam on your way back from the beach because of which by the time you reach home it's almost bed time and you say: There's no way I'm going to open my books now, let me just get up for *Fajr* and let me just do it then.

Alright, fair enough, you do it in the morning but then when your alarm goes off you're so tired that you doze off again. Then what? Then by the time you get up you're just running late for school, so, you do a little bit of preparation in the car and when you come home and when you get these lovely marks, what do we tell our mums?

The test was so difficult, everybody got bad marks. End of the story. So, see this is like a classic attempt of procrastination. You found some work, some task very very boring or difficult, one of the two things, and because of that you kept delaying it kept delaying it kept delaying it and end of the story.

Likewise, let's just talk about something serious in our lives. Let's just take the example of covering our head, okay? If we are not doing it right now, what are the possible reasons? What excuses do we have in our minds? Who's going to tell me? What could be the possible reasons?

Student: You won't look pretty you know with the hair covered.

Teacher: You won't look pretty with your head covered in a *hijab*. Okay so, will it fall in the category of something being boring or something being difficult?

Students: Both

Teacher: Both, alright. What other reasons can you think of? Yes?

Students: It's really hot.

Teacher: It's hot. So what category does this excuse fall under? Something Boring? Or Convenience? Yes?

Student: Convenience.

Teacher: Convenience, okay, Even if you're covering that's fine. But what are some of the reasons that people generally give that stops them from covering their head?

Student: I'll do it later when I grow up.

Teacher: When I grow up, I still have time. Do people say that? I still have time. Yes?

Student: I don't have a matching scarf to match my outfit.

Teacher: I don't have a matching scarf. That's a very lousy excuse I'm sorry.

Student: Peer pressure

Teacher: Peer pressure. What are other people going to say? So, is because of difficulty, inconvenience or boring?

Student: Both

Teacher: A little bit of both. I would say. Yeah? What other excuses do people give? Yes?

Student: My friends don't do it, Why should I?

Teacher: My friends are not doing it. You can answer this for yourselves: let's say my friends have decided to kill themselves, why should I stay alive? Does it make sense? It doesn't. My friend went and slapped her mum, Why shouldn't I? Does it make sense? So, just because friends are not doing certain things that are absolutely essential, will you be foolish enough to just blindly follow them?

That's an extremely foolish thing to do. If you don't feel like doing it or if you you've got time. Then in my opinion, I still think that person has a chance because at least there's some common sense in that person. But somebody who's saying my friends are not doing it, why should I? Do you think this is a big enough reason for you to not do something that is obligatory upon you?

Student: But the thing is that no one's doing it so then what?

Teacher: If everyone is being unreasonable and doing something wrong will you join them too? Does that make sense? Okay, let's try and see what the thought process is behind not covering: The thought process is that perhaps it's not important and this tells you what? That you've got doubts in the book of Allah (swt).

See, so you have to go right back and understand what you're saying. What are the repercussions? What are the consequences? What are you actually saying when you say my friends aren't doing it why should I? You're actually saying that this fact regarding covering your head is probably not compulsory, whereas in reality, it is loud and clear in the book of Allah (swt). Loud and clear in the *Ahadith* that state that it is compulsory.

So, if you are actually contradicting something in the book of Allah, what does it tell you? It shows us the weak state of our *eeman*.

Coming to the point, since we're talking about overestimating the time that you have left to complete a task. Somebody here also mentioned it as one of the excuses for not doing things that I have time, I will do it later.

Alright, if I say I have time today. By I, I mean us. If you say I've got time today, I'm going

to do it, I'm going to do it but I'm not doing it today. You're procrastinating. What is the rationale behind it? It's a delaying tactic. You delay certain things by giving this excuse. Any smart person will be careful to not delay something till the deadline.

Even the guy in the movie '2012', he was smart enough to know when to take off the aircraft, you know, he knew when to pull the gears up and just take off. But somebody would be extremely foolish not to take off when you know that there's nothing left in front of you. What we are doing is we don't know what's going to happen tomorrow.

The guy could see the Earth splitting apart in that movie but we don't know what's going to happen to me tomorrow. I can give you so many cases where children of your ages they die. Let's be really frank about the whole thing. Is there any guarantee that any of us would actually be alive tomorrow?

See, the idea is not to freak you out, the idea is to understand. Will you be able to stand on the Day of Judgment and say that Allah (swt), I was planning to do it the next week but then I died. Allah will say: You were supposed to do it from day one, you procrastinated, you delayed it.

Just having the intention is not enough. Yes if somebody from amongst us, might say that you know I have all the intention of covering my head and for this week: what I'll do right now is maybe just you drape a scarf loosely over my head, this is like in the beginning, when the person has just started covering her head. She might say: I can't just tightly cover my head or make sure not even a strand is showing so to begin with I will just loosely wear it over my head. Once I get used to it, then after a bit I have all the intentions of properly covering my head, okay?

That person would still have chance because she has started. She's started actually started walking on the path that would lead to the actual thing that will please Allah (swt), *Insha'Allah*.

If your mom says: go and make the bed and you haven't made the bed and she comes and she says: Hey, what's wrong? And you say: Well I had all the intention of doing it. She'll say: Tough luck! I mean what sort of an attitude is this? If you haven't done it you haven't done it. I told you to do it now! So in this case making intention to make the bed will not be enough you have to actually make the bed, that is what actually counts.

So, when does Allah (swt) tell us to cover our heads? Now! This is the time to do it. If you've had your periods it's compulsory on you. It's as simple as that. It's different if you have been thinking about it before you got your periods, then obviously you had time. But now, we don't have time.

Don't be lenient with yourself in such matters: And tell yourself if I live tomorrow, so I'm going to do it later. Okay, having such an attitude would mean that in a way I am taking the fact that Allah (swt) has been so Merciful with me and kept me alive one day after the next, for granted. And I just keep delaying things for tomorrow.

So, do you understand what procrastination actually does to us? It makes you delay things unnecessarily and this thought that I'm going to do it later is actually coming from *Shaitan*. He wants you to delay things. And then what happens in the end? You don't feel up to it. Right now, after getting leaving this particular class, some of us might very seriously make changes in their lives;

Somebody might regularly start performing *Salah*, some of us might try and do the assignments as early as possible but after two weeks and three weeks and four weeks, what will happen? Are you going to feel as strongly about this particular habit as you do right now? Would you feel as strongly about getting rid of this bad habit as you feel right now or should feel right now? No, it's you are not. So, this is why *Shaitan* wants you to delay things.

Slide 4:

The second thing is that they underestimate the time it takes to complete task. For example, if you say that a particular assignment is going to take me 1 hour but what happens is that many times you don't realize it's more time consuming. You need to give more time to that particular task than what you think. You sit down to do the assignment and you realize:

Oh, but I need to get those notes photocopied for the assignment, I didn't do that. A lot of after thoughts come. Okay, since we're talking about underestimating your time, I'm going to put four things in front of you and you tell me how much time do you think you would require to do these four things and I want quick answers. You need to shower, you need to change, you need to do your *Zuhr salah* and you need to have your lunch. How much time do you think you would need for each one?

Students: 1 and a ½ hour, 1 hour, 3 hours, 1 hour and 30 minutes, 1 hour and 30 minutes, 2 hours..

Teacher: 3 hours? I can bet my life none of you actually calculated it. She probably played it very safe, she's like it's better to keep a lot of time and that's fine, that's absolutely fine.

Student: I leave home at 3 so I need 3 hours to do everything. I get everything done.

Teacher: Okay. Now let's just try and calculate. How much time do you think it'll take you to go and shower?

Student: 1 hour, half an hour, 1 hour, 20 minutes, 1 hour...

Teacher: 1 Hour? How many tankers do you get in a week? Water tankers? 1 hour you're under the shower, what are you talking about. maybe we need to have other classes. Wastage of water—substance abuse.

Student: The water's not always hot.

Teacher: Sorry?

Student: The water's not always hot.

Teacher: It's not always hot. Anyways, I thought it's just my children who have this serious problem: being in the bathroom all the time and I keep telling them you know we can't just call up the water tanker everyday and ask him to come because there's like serious shortage of water in the house everyday, okay?

So, please 1 hour is not right. You can't waste water like that. You know there are people out there who don't get to take shower for weeks, they don't. It's not that they don't want to, they don't have enough water to shower everyday like we can. So please guys 1 hour is absurd. Please bring it down to 20 minutes.

Student: 20 minutes? 20 minutes is too little.

Teacher: I mean you're not taking a shower once a week. Once a week?

Student: 20 minutes to do everything?

Teacher: Sorry?

Student: I mean like showering, doing everything in shower?

Teacher: Yeah, 20 minutes is absolutely fine. Come on guys. You need to what? Shampoo your hair, you put the conditioner, you scrub your body, that's it!

Student: The water's so warm.

Teacher: The water's so warm. That's not part of showering. Okay, 1 minute, not more than 1 minute. Anyways, guys 20 minutes. How much time do you need for changing your clothes?

Student: 5 mins

Teacher: Alright, twenty plus five, twenty five. Having your lunch?

Student: 15 to 20 minutes, half an hour, 1 hour...

Teacher: half an hour?

Student: We have to chew slowly.

Teacher: Chew slowly and then just doze off and get up say: Oh where was I? I'm supposed to finish my food. What are you talking about? Half an hour? 20 minutes max. 25 plus 20, how much is that? 45 minutes. What's left? *Salaah*? I'm sure 1 minute. You're going to rush.

Student: 10 to 15, 3 minutes, 10 minutes...

Teacher: Who said 3 minutes?

Student: I did.

Teacher: *Zuhr salah* sweetie, *zuhr salah*.

Student: 5 minutes

Teacher: 5 minutes? How can you do your whole *zuhr salah* in 5 minutes?

Student: 5 to 10 minutes

Teacher: 5 to 10 minutes? Alright, let's just keep 15 minutes and guys please slow down your *salah*. Instead of spending so much time in the shower, give more time towards saying performing your *Salah* properly please. So 45 minutes plus 15 minute that makes an 1 hour. How much did you say? 3 hours.

Student: 1 and half hour

Teacher: I think you said 3 hours. Can you imagine how much you can achieve with those extra 2 hours that you spend in all of these things to complete all your four tasks? If we actually learn time management.

Student: Now I know.

Teacher: So you can do a lot of things and you can finish up your homework on Fridays you know within 2 hours.

Students: We need 1 day off

Teacher: 1 day off for that? Obviously, we all have different speeds. But the point is that you must calculate how much time it takes to complete each and every task, regular tasks at least. In the morning when you get up till the time you leave the house, how much time do you need?

Students: 45 minutes, 1 hour

Teacher: 45 minutes? 1 hour? Half an hour? 1 hour? Fair enough, that's fine. It can vary a little bit. But you must know that this is the time with which you have to leave the house and always always keep a small buffer (**some spare time in hand**). Like my son, I'm giving a lot of examples of him, right when you know my other daughter's ready to leave the house he wants to go to the bathroom. And I keep telling him if you know that this is happening daily, why don't you get up 10 minutes early?

Student: No, that's not possible.

Teacher: That's not possible—that's exactly the answer I get from him. This is when you're procrastinating. You need to manage your time properly. So what you can do is: you sleep 10 minutes early but you're not willing to do that either. But the thing is that if you really want to achieve something in your lives, you will have to organize. Come on, you should be the last person saying that. You're the only one who does not procrastinate in the class.

Student: I'm a procrastinator when it comes to sleeping.

Teacher: When it comes to sleeping? Yes, why didn't we add sleeping to the list? That's a very important thing.

Student: Miss, we can also write showering.

Teacher: Sleeping, yes?

Student: Showering.

Slide 5:

Teacher: Okay, So you see sometimes the reason for procrastination is because we may underestimate the time that is required for a particular task. That's the problem number two. The third problem, they overestimate how motivated they will feel the next day, the next week, the next month. I just gave you that example:

Today, I pray to Allah (swt) that some of you would get up from here deciding for yourself that you know okay covering the head is extremely important. That's something I have to do and if I have to do something, then I might as well start. Let's say you feel that way when you get up from here. You go home and then you say:

Aah my cousin's wedding is coming this Sunday, there's no way I'm going to cover my head and go there, let me just start from Monday. Monday, your mum tells you, you know we need to have a quick trip to Lahore for some reason. So, 3 days gone. So, there's no way I'm going to travel covering my head. So, let me just come back and I'm going to do it. You come back, six days gone, okay?

Then, of course some other issue comes up. So you see, generally speaking when you get up with some kind of lesson from this class you feel really motivated to change your bad habits, but the week after that, do you really think you will feel as motivated as you do when you're here? No, you won't.

So, sometimes you procrastinate because you delay things, thinking that you know I'm going to do it later not realizing that you will not feel motivated to do that particular thing later on, alright? So, delaying is really not a good idea and I think it's a sign of a loser, people who delay their plans. If you don't plan that's another thing.

Slide 6:

Alright, the fourth thing is that they mistakenly think that succeeding at a task requires that they feel like doing it. I can only do something when I really feel like doing it. That's another reason people give for not covering head by the way. I'm referring to this problem repeatedly because a lot of people procrastinate on that:

I'm going to do it when I really feel up to it. But in reality, if you keep procrastinating you will never feel ready to do a particular task. It has to come when you understand the

repercussions, it should come when you understand that this is like a compulsory thing for all of us. If it's not coming now, then if you're going to sit and wait for that right moment where you're going to have this 'light-bulb' moment, so to speak, where all of a sudden you're going to say:

Slide 7:

Now I feel up to it. It's not going to happen. It's important to remember that it's not going to happen, rather it's just a way of delaying things further. They mistakenly believe that working when not in the mood is suboptimal. I'm going to do it when I feel up to it. I can only paint when I'm in the mood. I can only do a particular assignment when I'm in the mood. I have to be in the mood to be able to do it.

Student: It's actually a mental barrier that you make yourself.

Slide 8:

Teacher: Yes, exactly. So, then procrastinators also actively look for distractions and what is the biggest distraction these days?

Student: Internet

Teacher: You check your email, you go on Facebook, Twitter and you start texting your friends on Whatsapp, yes. Let's look at some apparently harmless distractions procrastinators they get trapped into. Watch this.

Slide 9:

(Note to teacher: Play video clip from file)

It's not knowing how to finish something. So, all the things that we had talked about. Let's go back on them. Taking a shower for an hour, is that procrastination? Yes, it can be. Wasting your time in something or instead of doing something which is less important is procrastination.

Having food for half an hour, think about that. And the thing that we should really take time to do, *salah*, that's done in—on an average in what? 5 minutes? So we need to sort things out for ourselves. We need to work on our priorities and see what are we actually required to do? Now, this does not mean that you don't enjoy life.

This does not mean that you don't relax. But there has to be a balance, you have to see the things that you should be doing or you've decided for yourself that you want to do in a day and then distribute your time in such a manner that you feel that you're doing justice to everything. It should not be at the cost of not doing something which is more important.

That's procrastination and most of the stuff that we saw in this video, they were apparently harmless things. In fact, some of them were good things, right? But if they are at the cost of delaying some more important work then it's what? It's procrastination.

Slide 10:

So let's just face it, some tasks are never ever going to be thigh slappers, no matter how much you marinate on them. So you've got to do them and you've got to do them now. You're never going to feel motivated enough to do certain things. So, we have to start taking our lives very seriously.

Slides 11 - 12 :

Now, quickly coming on to the next point, we don't have much time. How to tackle procrastination? If you have decided that yes, this is a small problem that I have. I need to work on it. There are a couple of things that you need to decide for yourself. First of all recognize that you're procrastinating. That's the most important thing, if you're going to think that no I am not procrastinating. This one hour under the shower is something that I really need, then your habits are never going to change. You haven't understood where the problem lies.

This attitude is like when an ostrich buries its head in the sand. You're closing your eyes to things in which you are actually wasting away your time, right? So, you need to be very honest with yourself and you probably know when you're procrastinating. In our heart of hearts we know inside that yes this is a little too much. I'm taking a little more time than it actually requires.

Once in a blue moon, if you're just under the shower for a while longer that's absolutely fine. But, if this is at the cost of not doing something important in your life and there are many things that we should be doing and we're not doing because we don't have time for that. I seriously cannot believe that anyone of us can actually claim that I'm doing everything that I should be doing.

No matter how organized you are, there are many things to do in our 'to-do list', that I should be doing but I don't have time for it. So, we need to squeeze out time from all these time wasting activities and then you know *Insha'Allah* ask Allah (swt) to put *barakah* in your time. Okay now, let's say there are two important things and their timing is clashing with one another or they have to be done at the same time.

For example, you need to call your friend for a chat, you haven't done that for many days and you also have to call your grandmother to ask how she's doing. You have to prioritize your things. Firstly, you must know which call is more important than the other. You should also know how much time should you be giving to that call. So, this is the first thing that you need to understand: you need to recognize and accept the fact that I'm procrastinating I'm wasting away my time in certain things.

Slide 13:

Step 2: work out why you're procrastinating. There are only two reasons for procrastination. No. 1, you find the task unpleasant. No. 2 you find the task overwhelming or difficult. So

whenever, you find yourself procrastinating about something, the first thing you should do is ask yourself, is it because of convenience or is it because of the pleasure factor that I am procrastinating or I'm delaying something.

Slides 14 - 15:

The third step is that, what do you do when you find the task unpleasant and what do you do when you find the task overwhelming? Let's just talk about the things that you delay because you find the task unpleasant. let's talk about that first. What do you do? Hmm?

You need to get moving. You need to motivate yourself ,the first tip is that you tell yourself—you promise yourself some kind of a reward. For example, you can tell yourself that I'm going to finish my assignment today and if I do that I'm going to treat myself with a slice of chocolate cake, yeah? So you have rewards for yourself. If I actually start my *Fajr salah* I'm going to treat myself with this thing or that thing. So rewarding yourself is a very very powerful tip that the scholars talk about.

Slide 16:

Then, ask someone else to check up on you and if it peer pressure that has an effect on you then it should be a positive one . So you can ask your friends, you can tell them your daily plan and obviously the friend has to be more sensible for God's sake and she shouldn't be saying: Oh really, is that procrastination? I'm under the shower for 2 hours.

So, you have to make sure the person you're taking your opinion and advice from is sensible enough and sincere enough to give the right advice to you. Tell her that ; please let's just keep checking on each other if we're wasting our time or not.

Slide 17:

The third thing is identifying the unpleasant consequences. For example, your mom tells you to go and clean up your cupboard. You're procrastinating, you're not doing it. Now, what will you think? You will think about the repercussions. What is the first thing that's going to happen if you delay it? What's the first thing?

Teacher: Your mum, is she immediately going to come and yell at you?

Teacher: Hmm? She's going to give you a little bit of time. She comes in your room she yells at you. Big deal! Let her yell. But then you need to think, then what?

Student: It's going to get messier, the cupboard.

Teacher: It's going to get messier. The cupboard is going to get messier. What else? She scolds you, what else?

Student: She'll take your activities...

Teacher: She'll ground you, she can do that. Will your relationship with your mom get affected? She's going to have low level of tolerance for you because you're not listening to her. So, whenever you ask for her permission for something that you want to do, she's going to say no! That's because of the baggage she's carrying. That's because of the the displeasure that you're causing her that began with you not cleaning up your cupboard.

So, now when you think about it: think about the consequences, of procrastinating it's something that'll actually make you shun your procrastination away with disgust: Oh my God! She's not going to let me watch TV for one week for example or whatever she's going to do. I think it's better if I just go and do it, alright? So, you look at the unpleasant consequences.

Slide 18:

The fourth thing is that you write a statement of intention. Why am I doing this? Why do I need to do that? Alright? For example, let's just talk about covering the head. If you decide or if you realize that okay I agree that this is something I should be doing then you ask yourself: why do I want to do it? Can you think of a reason as to why if you decide to cover your head, why would you do it?

Student: Allah's (swt) pleasure.

Teacher: You're doing it for Allah's (swt) pleasure, you're doing it for your *Aakhirah*, you're doing it because you want to end up in *Jannah* and not in Hell fire. So, you seriously believe that there is one thing that'll help you to go to *Jannah* and not doing this will seriously affect or stop you from going to *Jannah*.

Do you have that conviction? Absolutely, right? So, every time, whenever *Insha'Allah* you decide to cover your head, every time you feel you're getting weaker you're going to tell yourself what? You're going to tell yourself the statement of intention. You are going to remind yourself that; why am I doing it? I'm doing it for greater success, that lies in the *Aakhirah*.

Student: That is the ultimate success.

Teacher: The ultimate success, right? So whenever you think about the bigger desire that you have then that'll help you to give those small bits of sacrifices in this world, right? So, whenever you find difficulty in in doing your *salah*, for example, ask yourself Why do I have to get up for *Fajr*? Why am I doing this? What is the answer that you'll get? Because this is like a compulsory thing. If I don't do it, I will not be pleasing Allah (swt).

If I do it, I will please Allah (swt), if I don't do it there isn't any third way: either I do it and I qualify for *Jannah* or I don't do it and I don't qualify for *Jannah*. No scholar, no teacher will ever tell you that you can actually get away with not praying. No, it will not happen. Certain things are compulsory upon us, you have to do it. There's no other way, no easier way around it. Okay, so, these were the few things.

Slide 19:

Teacher: Okay so these were the things for motivating ourselves. Remember, the two reasons because of which we procrastinate. One was that you are not motivated enough, what was the other reason? Overwhelmed. Let's see what to do about that? If you are putting off starting a project or any task because you find it overwhelming or difficult then what do you do?

You need to take a very very different approach the of course all the things we talked about will not help you because you're finding that thing very very difficult. Then, what do you do? Then what you do is you break the project into a set of smaller or more manageable tasks.

For example, somebody, who's decided to do all five times prayers she might find it very overwhelming to start all five prayers together so with the intention that you're going to do: let me just start with *Asr* and after three four days or maybe a week I'll add up *Fajr* to it or *Maghrib* to it. Break it into small manageable chunk of tasks. This sometimes helps you to do what you actually want to achieve.

I just gave you that example; if somebody wants to cover her head: maybe she can start with wearing full sleeves, maybe she can you know when she's for shopping, she can cover her head and then slowly and gradually then you know, then to school then to parties.

Rather than you know, just like very few people have the courage and the actual strength to take a complete bungee jump, so to speak, very few people can do that. So, you have to see what kind of a personality you have and if you feel you're finding that task very overwhelming then at least begin somewhere, start something with a firm intention. Allah (swt) knows our intention that this is for a very short period of time and slowly I'm going to keep adding to it.

You have exams coming up and you don't know where to start preparing from because there are so many chapters so much to do. What should you do? Firstly, begin from wherever you want to because sometimes you don't even know where to begin from. But, when you begin then if you have one week and you've got 10 chapters. 14 chapters, we've got 1 week, what do we do?

Students: 2 chapters a day

Teachers: 2 chapters a day. Is it a good idea to keep two chapters a day if you've got one week and 14 chapters?

Students: 3 a day

Teacher: 3 a day, yes! There should always be a buffer because you don't know—you might not be able to do it in one day. You might have a severe headache one day God forbid and you wouldn't be able to do it. So, always keep a buffer, alright? Okay, and then let's say you've got three tasks at hand: you have to study, you have to go and visit your friend and you have to bake a cake for your mum.

Slide 20:

Always, make it a rule for yourself; try and do the most difficult and boring the first, always. Because sometimes we're just like so eager to do the exciting bit or the easier thing and then when we're totally exhausted. Like the example I gave you about doing your assignment on Friday: you don't do it on Friday and Saturday and Sunday, what happens? You are just heading towards disaster sometimes and you do head towards disaster because of this delay.

The thing will not become interesting in two days neither will it become easier for you, it'll remain boring, it'll remain difficult so might as well tackle it first and enjoy the rest of the day with other easier things.

Slides 21 - 22:

One thing that stops you from managing your time properly is chatting on the phone. So, we have to learn how to say no. Whenever you are on a phone or having a conversation you have to limit your time. There has to be a time limit. You can tell your friend that I can talk for ten minutes or I can talk for twenty minutes so putting this limit on things that you really enjoy is very important or else you know you get carried away and you spend most of your time in that particular task.

Slide 23:

Most important thing is that we have to be honest with ourselves. Never keep anything in your list to do that you don't intend to do. We have to be very very honest with ourselves. If you feel that you are not going to do a certain thing, please don't put it in your 'list to do' because you're just like bluffing with yourself. It's not good for you, here I must also remind you that as far as Allah's (swt) commands are concerned they can never be so much stretching that it would break us.

We should have that trust in Allah (swt). He knows what kind of potential you and I have. He knows what sort of circumstances we will face. He's not cruel so if he's given you some kind of a command or something that you have to do; do it. If you don't do it just because it's hot, what are you implying? Allah doesn't know how hot it is and I do?

Slide 24:

No, you will go ahead and you will do that thing, alright? Because Allah knows how hot it is, he knows that. The kind of reward that He's going to give you for the smallest struggle that you're facing, is unimaginable on the Day of Judgment and above all always think positively. If you've decided to do a task that is boring and unpleasant then tell yourself that I'm doing this for myself. When you put yourself in the picture then you'll see the results will become really attractive for you *Insha'Allah*.

This was all about procrastination. And I tried to cover the Islamic angle in it as well though there isn't any word that has been used for procrastination in Arabic or Urdu language. I

couldn't find anything but it's pretty much like being lazy. Laziness is type of procrastination, right?

When you procrastinate, you delay things and by being lazy you don't feel energetic enough to do a particular task. So there is a very fine line between the two. So, may Allah (swt) help all of us to stop procrastinating about doing things that we have to do to be successful in the life and in the next world, *Insha'Allah*.

(Du'a for end of a gathering) *Subhana Rabbika Rabbul Izzati 'amma yasifun wa salamun 'alal mursaleen, walhamdulillahi Rabbil 'alameen*

(Parting salutation to students) *Assalam alaikum wa rahmatullahi wa Barakatuh*

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