



Breaking Down Projects & Prioritizing

- Break tasks into smaller steps (e.g. Don't Plan: "Do Science homework," Do Plan: HW number 7, review concept 1 and 2, study chapter 3 for 30 minutes).
- Prioritize tasks by considering both their urgency and importance.
- Use the ABC method to prioritize tasks (e.g. A = most important and urgent, must be completed today or tomorrow, B = less important or urgent, needs to be completed in the next couple days, C = least important and urgent, needs to be completed by the end of the week).

Concentration & Focus

- Set aside planning time (weekly check-in) and use a to-do list.
- Write down distracting thoughts to revisit at another time.
- Take exercise or meditation breaks.
- Find an accountability partner.

Goal Setting

- Goals should be SMART: **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**imebound (e.g. I will improve my productivity by using the Pomodoro technique when studying and closing all other tabs on my computer. I will do this every time I study for 2 months).

Motivation & Procrastination

- Set up mini goals.
- Work for a short time and use a timer (e.g. Pomodoro technique)
- Perform tasks during optimal times and use momentum (i.e. begin with easy to start tasks).
- Pair pleasant activities with unpleasant ones; remember to give yourself a reward.