

## Personalized Study Plan to Optimize Attention

To make the most of your study time, it's important to optimize your attention. This worksheet will help you identify factors that influence your attention, so can you develop a personalized study approach. As you analyze your attention and work habits, consider talking with your friends or family to get more perspectives from those that know you well.

### STEP 1: Attention Helpers and Blockers

List the sorts of things that positively and negatively influence your attention.

#### Attention Helpers

*Factors that increase my attention and productivity? (e.g., Incorporating movement into studying? Having background noise?)*

#### Attention Blockers

*Factors that get in the way of my attention and productivity? (e.g., Sitting with friends? Social media?)*

### STEP 2: Signs that you may be off task

Identify the warning signs that your attention is drifting so that you can be prompted to refocus or take a break.

#### Body Signs

*Fidgeting, tensing muscles, wandering eyes . . . what else?*

#### Cognitive Signs

*Day-dreaming, re-reading paragraphs, unable to solve a problem . . . what else?*

#### Other Signs

*On social media, talking with friends, feeling bored or frustrated. . . what else?*



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**Step 3: Think about TIME!**

*How long can you work before needing a break? What length break is optimal? What kind of break recharges you? What times of day is your attention at its best? What times of day does your attention wane?*

DO:

AVOID:

**Step 4: Choose your STUDY ENVIRONMENT carefully!**

*Do you focus better in absolute silence or with background noise? Do peers help or hinder your focus? Is your focus compromised in your room or other locations in your house?*

DO:

AVOID:

**Step 5: Other Considerations?**

*Have you: organized your materials, prioritized your tasks, selected a study method? Do you need food, drink, a study partner?*

DO:

AVOID:



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