**Optimizing Your Attention: A Guide for Effective Study Plans**

**Part 2: Implement and Evaluate Your Plan**

Use this worksheet to help you monitor your attention, track your progress, and evaluate your performance when studying.

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| **Study/Work Objectives**  Identify the tasks you want to complete. | **Before**  Preplan your study approach and pick your checkpoint(s). | **During**  What strategies will you use to help maintain attention while studying? | **Checkpoint**  Stop and check your progress. Need to make any changes? | **Reflect/Review**  Evaluate your session and reward yourself! |
| 1)  2)  3) | Tools used to prep:  Where to study?  When to study?  How long to study?  Break/study schedule?  Materials needed?  Accountability?  Pick checkpoint times:  Time 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Self-Script * Thought Pad * Attention Checks * Pomodoro Technique * Study Partner * ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Check-point 1: \_\_\_\_\_\_\_\_\_\_\_  * Completed objective(s) * Used selected strategies   Rate you attention:  1 2 3 4 5  Needed change:   1. Check-point 2: \_\_\_\_\_\_\_\_\_\_\_  * Completed objective(s) * Used selected strategies   Rate you attention:  1 2 3 4 5  Needed change:   1. Check-point 3: \_\_\_\_\_\_\_\_\_\_\_  * Completed objective(s) * Used selected strategies   Rate you attention:  1 2 3 4 5  Needed change: | What worked?  What didn’t work?  What got in the way?  What can I do differently? |
| Reward: |