**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
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 | 1. Check-point 1: \_\_\_\_\_\_\_\_\_\_\_
* Completed objective(s)
* Used selected strategies

Rate you attention:1 2 3 4 5Needed change:1. Check-point 2: \_\_\_\_\_\_\_\_\_\_\_
* Completed objective(s)
* Used selected strategies

Rate you attention:1 2 3 4 5Needed change:1. Check-point 3: \_\_\_\_\_\_\_\_\_\_\_
* Completed objective(s)
* Used selected strategies

Rate you attention:1 2 3 4 5Needed change: | What worked?What didn’t work?What got in the way?What can I do differently? |
| Reward: |