**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.

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| **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?)* |
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| **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?*   |
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| **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 certain library locations?* [*Study Spaces at UNC*](http://library.unc.edu/places/study/) |
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| **Step 5: Other Considerations?***Have you: organized your materials, prioritized your tasks, selected a study method? Do you need food, drink, a study partner?*  |
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