**Attention Checks**

Attention Checks is a helpful self-monitoring strategy used to boost efficiency and productivity when working or studying. This tool will help you monitor, sustain, and evaluate your attention while completing your tasks.

1. Choose the task you want to complete
2. Pick the total length of time you want to work/study
3. Choose your number of attention check intervals, and the length of your intervals. The interval lengths should be based on how long you typically sustain full attention.
4. Set a timer for the interval time of your choosing (e.g. 5 mins, 10 mins, 15 mins)
5. When the timer goes off, determine whether you are on task (Y) or off task (N), and mark the corresponding interval box. If you find that you’re off-task, redirect yourself!
6. After the study session, evaluate how many times you were on or off-task, and adjust your approach accordingly.

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| Task(s): Click or tap here to enter text. Date: Click or tap here to enter text.  Total study session length: Click or tap here to enter text.  Interval lengths:  5min  10min 15 min Other: Click or tap here to enter text.     |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Interval Number** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | **On-task? Y or N** |  |  |  |  |  |  |  |  | |

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| Task(s): Click or tap here to enter text. Date: Click or tap here to enter text.  Total study session length: Click or tap here to enter text.  Interval lengths:  5min  10min 15 min Other: Click or tap here to enter text.     |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Interval Number** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | **On-task? Y or N** |  |  |  |  |  |  |  |  | |