

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.

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)	Tools used to prep: Where to study? When to study?	<input type="checkbox"/> Self-Script <input type="checkbox"/> Thought Pad <input type="checkbox"/> Attention Checks <input type="checkbox"/> Pomodoro Technique	Check-point 1: <input type="checkbox"/> Completed objective(s) <input type="checkbox"/> Used selected strategies Rate your attention: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Needed change:	What worked? What didn't work?
2)	How long to study? Break/study schedule?	<input type="checkbox"/> Study Partner <input type="checkbox"/> <input type="checkbox"/>	Check-point 2: <input type="checkbox"/> Completed objective(s) <input type="checkbox"/> Used selected strategies Rate your attention: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Needed change:	What got in the way?
3)	Materials needed? Accountability? Pick checkpoint times: Time 1: Time 2: Time 3:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Check-point 3: <input type="checkbox"/> Completed objective(s) <input type="checkbox"/> Used selected strategies Rate your attention: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Needed change:	What can I do differently? Reward:





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