

## 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.

<b>Study/Work Objectives</b> Identify the tasks you want to complete.	<b>Before</b> Preplan your study approach and pick your checkpoint(s).	<b>During</b> What strategies will you use to help maintain attention while studying?	<b>Checkpoint</b> Stop and check your progress. Need to make any changes?	<b>Reflect/Review</b> 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:

