

# Concentration Plan

## Step 1: Define the Activity

Write one assignment or activity that you need to complete this week. For example, “write paper for psychology course.”

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## Step 2: Break the Activity into Smaller Tasks

Break down the assignment or activity into smaller parts to make it feel more manageable. For example, you can break your paper down into multiple parts, such as “conduct research,” “create outline,” “write paper,” etc.

Activity Tasks	Time Required
1.	
2.	
3.	
4.	
5.	

## Step 3: Create a Schedule

Schedule each task for a specific time. Create a plan of how you will remember to complete each task at the scheduled time (ex: set phone reminder, write it in planner, etc.)

Schedule	Reminder

### Step 4: Prepare for the Activity

List how you will get ready to work on the assignment or activity before the scheduled time.

<p><b>Eliminate Distractions</b> List distractions you can eliminate before starting (ex: silencing phone, turning of tv, etc.)</p>	<p><b>Plan for Unavailable Distractions</b> Create “If, then” plans for likely distractions (ex: if my roommate comes into my room, I will tell them “I am busy. I will talk to you later.”)</p>
<p><b>Materials and Supplies</b> List all items you will need to complete the activity (ex: laptop, charger, book, notes, etc.)</p>	<p><b>Physical Preparation</b> List actions you will take to get ready for the activity (ex: sitting at desk, eating a snack before sitting down, etc.)</p>

### Step 5: List the Pros and Cons of Following This Plan

List the benefits and costs of following through with the plan you have created.

Pros	Cons

# CONCENTRATION TIPS

1

## Study Environment

- Find a good study spot with comfortable and good seating
- Find a quiet spot with few distractions
- Designate a space exclusively for studying
- Gather all of your study materials before you sit down

3

## Study Breaks

- Take frequent study breaks
- For every 45-50 minutes of studying, take a 10-15 minute break

5

## Worry Sheet

- Create a worry sheet
- Each time your mind wanders write down your thoughts on this sheet
- Set aside time during the day to review your concerns

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## Reward System

- Give yourself a reward when you complete tasks
- Make sure your rewards are proportional to the tasks you completed

2

## Reduce Distractions

- Put your phone on silent
- Close unnecessary tabs on your computer
- Let people you live with know that you are studying

4

## Time Management

- Determine the amount of time that you will need to study each day
- Try to schedule your study time during the time of day when you are most productive
- Break larger assignments into smaller tasks
- Create goals or to-do lists of the tasks you would like to complete during your study time

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## Active Studying

- Sit up right in a chair
- Ask yourself questions
- Quiz yourself on the material
- Take notes on what you are reading
- Check your understanding of concepts