8 TIPS
TO JUMPSTART YOUR FOCUS

Having a hard time staying focused or getting started on your coursework? Try one or more of these strategies to help you get focused and stay focused.

1 **ELIMINATE DISTRACTIONS**

Put your phone on airplane mode or Do Not Disturb. You can also try placing it out of reach or in a different room. If you're reading or completing an assignment that does not require digital devices, try closing your laptop.

2 **THE "TWO-MINUTE" RULE**

Set aside 2 minutes. If you see a task or action that can be done in 2 minutes or less, do it immediately. Completing the task right away takes less time than having to go back and do it later.

3 **"BLAST OFF" METHOD**

Conduct a 5-4-3-2-1 countdown and then launch yourself into the task you've been procrastinating on. This practice will help you overrides bad habits and put you in greater control of your actions.

4 **POMODORO METHOD**

Balance dedicated periods of focus with deliberate breaks in between. Work for 25 minutes straight, then take a 5 minute break. Repeat 4 times, then take a longer break. This works particularly well if you're feeling restless.

5 **COMPLETE RECURRING TASKS AT THE SAME TIME EACH DAY**

Pick one or two daily tasks and set aside specific times for them. This helps you to avoid decision fatigue and develop consistent habits. A good task to do at the same time each day is checking your email or downloading readings from Courseworks.

6 **GIVE IT 20 MINUTES**

Give yourself 20 minutes to work on a particular task, especially if it's something you are avoiding. Do nothing else for those 20 minutes. Set a timer—timing helps add a sense of urgency.

7 **PLAN YOUR DAY THE NIGHT BEFORE**

Write down three things you want to accomplish the next day. This gives you a head start on the next day as you've already planned what needs to be done. Cap the list at 3 items— keep it short, simple, and realistic!

8 **MAKE A NOT-TO-DO LIST**

Create a list of all the activities you plan to stop doing in order to be less distracted. You can also list activities that you want to consciously deprioritize.