

Self-reflection You know yourself the best!	• How long can I do work before losing concentration? • Is there a time of day when I am more productive? • Does time pressure help me to focus? • What type of environment works best for me? • Does working with others help me focus? • What helps me know I am losing focus? • What strategies have worked for me in the past?
Listen to your Body	• When do you feel most awake? Have less energy? • Create routines with study times when most alert • Do harder tasks when awake and easier ones when tired • Set realistic breaks times (for you) and set a timer • Identify what will “recharge” your battery during breaks • If you don’t need the break, set a new timer, and keep working!
Feeling Overstimulated? Overwhelmed?	• Use a weighted blanket • Dim the lights • Listen to calming music, white noise, brown noise, fan sound • Use noise canceling headphones
Feeling Understimulated?	• Drink a cold or carbonated drink • Eat a crunchy, spicy, or sour snack • Listen to energizing music • Move your body—walk, stretch, go outside for fresh air • Use a fidget toy
Manage Your Study Environment	• Have different study spots to match your mood or task to be done • Switch locations when one is not working or as a break • Set up your workspace the same way each time you study • Create your study kit with what you need to get started • Decide on location materials, snacks before you leave to study
Manage Distractions	• Leave your phone in another location or buried in your bag • Close unrelated tabs and apps • Use focus mode, app and website blockers on phone and laptop • Create a “later” list as you think of things you need to do rather than changing course

Determining your Personal Toolkit of Strategies

STRATEGIES I WILL USE	DETAILED REFLECTION

Adapted by UNH's Center for Academic Resources from Center for Teaching and Learning at Stanford University: academicskills.stanford.edu