

HOW TO MANAGE TIME, ATTENTION, & EFFORT FOR GOAL DIRECTED PERSISTENCE.

PRACTICING GETTING THINGS DONE.



FOCUS

- **ENVIRONMENT.** Where, When, & How will you best concentrate, today?
- **PROCRASTINATION OBSTACLES.** Plan for distraction, fatigue or feelings of overwhelm.



MOTIVATION

- **BEHAVIOR** is linked to the emotion center of our brain; we cannot problem solve if we're feeling stuck. Take breaks. Hyperfocus exhausts us.
- **EXTERNAL SUPPORT.** discuss out loud with peer, coach or TA.



ORGANIZATION & WORKING MEMORY

- **MAKE A LIST.** Outline to establish structure. Get it out of your head, no need to waste energy or bandwidth.
- **BREAK IT DOWN** into smaller chunks, it helps to separate individual tasks.



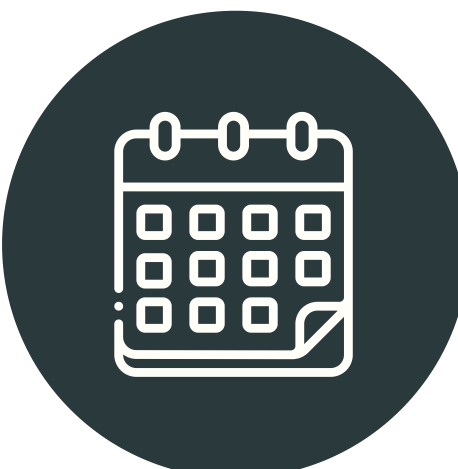
PRIORITIZATION

- **SELECT** what is most urgent.
- **DECIDE** what needs to be worked on more than once? Over multiple days or weeks?



TIME MANGEMENT

- **ESTIMATE** the time each step will take, write that down in the outline.
- **VERIFY.** did it take as long as expected? Did I over or underestimate the time. What insight did I gain from that experience?



PLANNING

- **WHEN** do you have time to complete each step or task? Check your calendar.
- **PLOT the COURSE.** Place each task into a block of time in your calendar.



SECOND ARROW ADHD COACHING

SKILLFULLY NAVIGATING college life's CHALLENGES

