

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.

Study/Work Objectives Identify the tasks you want to complete.	Before Preplan your study approach and pick your checkpoint(s).	During What strategies will you use to help maintain attention while studying?	Checkpoint Stop and check your progress. Need to make any changes?	Reflect/Review Evaluate your session and reward yourself!
1)	Tools used to prep: Where to study? When to study? How long to study? Break/study schedule? Materials needed? Accountability? Pick checkpoint times: Time 1: Time 2: Time 3:	<input type="checkbox"/> Self-Script <input type="checkbox"/> Thought Pad <input type="checkbox"/> Attention Checks <input type="checkbox"/> Pomodoro Technique <input type="checkbox"/> Study Partner <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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: 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: 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 worked? What didn't work? What got in the way? What can I do differently? Reward:
2)				
3)				



This work is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivs 4.0 License](https://creativecommons.org/licenses/by-nc-nd/4.0/). You may reproduce it for non-commercial use if you use the entire handout and attribute the source: The Learning Center, University of North Carolina at Chapel Hill. If you enjoy using our handouts, we appreciate contributions of acknowledgement.