

# Finding Focus

## Strategies for Beating Procrastination & Maximizing Academic Success

### Student Workbook

#### Activity: Exploring beliefs about learning

Read each statement, then circle whether you believe the statement to be true or false.

I can't do well in a course if I am not interested in the content.	T or F
I will not learn much if I am bored in class.	T or F
Competition is a great motivator.	T or F
Human intelligence is fixed by the time a student begins school.	T or F
Sometimes there is not enough time in the day to do everything that needs to be done.	T or F
If I simply listen in class and read my assignments I should do well in college.	T or F
The most important aspect of studying is finding enough time.	T or F
The key to success in college is having good instructors.	T or F
Procrastination is a personal trait that cannot be changed.	T or F

Notes

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**Activity: Learning to tell “you” time**

How much time does each of these things take you in a day? Take a minute to fill out the chart. You may need to map out a few days to get an accurate sense of what you really spend time on.

Eating/Sleeping		Self-Care/Exercise	
Class		Relaxing	
Studying		Family Obligations	
Working		Personal Chores	
Social Media		Napping	
Socializing		_____	

**Activity: Ranking your time wasters**

Take a minute to rank these from worst time wasters to least bad time wasters. Add your own if you need to. Remember: be honest with yourself and try not to be judgmental.

	Watching TV		Physical problems, lack of energy
	Social media/phone scrolling		Sleep (at non-scheduled times)
	Hanging out/Socializing/Phone		Lack of planning
	Daydreaming		Waiting on others
	Figuring out how to do an assignment		_____

Notes

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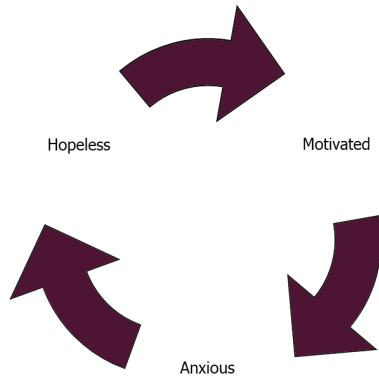


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**Activity: Interrupting the Procrastination Cycle**

What can you do during each of these phases of the procrastination cycle to interrupt the cycle? Take a few minutes to think of some ideas based on what we have discussed today.



**During Motivation**

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**During Anxious**

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**During Hopeless**

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**Activity: What now?**

Now that you've learned the concepts and methods behind Finding Focus, you can start to create a plan for change.

**Why do I want to succeed academically?**

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**What allows me to do well and succeed?**

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**What are my S.M.A.R.T. Goals for change?**

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## Tips for Procrastination

You can return to these reminders anytime you need a little help moving from worry to action!

- **Approach**, do not avoid
- Make approaching a task very **easy** to do
- Anticipate **frustration**
- Make a **plan** the night before
- Be **accountable** to someone
- Make **S.M.A.R.T** Goals
- Do what you dislike **first**
- **Reward** yourself after
- Practice **time**-telling
- Remember, **worry is not effort**. Either give yourself permission to break or do it!
- Use the **five minute plan**
  - ◆ Can you do it for five minutes?
- Use the **80% Success Rule**
  - ◆ High achievers do 80% effort 20% of the time
- With both of these, motto is: "start it!" not "finish it!"
- Set a **routine**
- Deal with **distractions**
- Watch out for **excuses**
- Don't wait to "feel like it"
- Use **small chunks** of time
  - ◆ 3 hour chunk is better than 8 hour weekend day
- **Enjoy** free time!