
Conquer the Distractions!

- **Make a plan.** - Break big assignments into smaller segments and have a set time to work on them.
- **Just say no.** - Say no to anyone who want to divert your attention. Life is about making choices; choosing will sometimes require the use of the word "No."
- **"No need" method.** - Minor noises or movement during study time? Tell yourself, "There's no need to look up."
- **Develop a "Tick Mark" system.** Keep track of distractions by making a tick mark each time you are distracted. Try to reduce the number of tick marks each time you study.
- **Make a To Do List.** - If urgent tasks constantly resurface in your mind, write them on a To Do list for later so you no longer have to remember them.
- **Use a "Worry Pad."** - Write down your worries on a note pad with the intention of looking at them when you are finished studying. With your conscience clear, you can get back to business of concentrating.
- **Try positive self-talk.** - I *will* remember this! I *can* stay focused for the next 30 minutes! Expressions of confidence, determination, and control has been proven to increase concentration and motivation, as well as reduce stress and procrastination.