Challenges Faced

- Tuning out distractions
- Being disorganized
- Trying to multi-task
- Forgetfulness
- Paying attention in meetings
- Missing important dates
- Boredom
Focus on one thing at a time

Taking on everything at once doesn't mean results

+ If you need to work on more than one project, work on one for a certain period, then switch to another assignment
+ Be sure to break down your large assignments into manageable chunks
  + If broken down into smaller pieces, it can help you feel less overwhelmed
  + The feeling of having too much work at once can lead to procrastination
+ Give yourself a break with the Pomodoro technique!
Pomodoro Technique

What is it?
A technique used where you set a timer for a block of time dedicated to work
A block of time is referred to as a "Pomodoro"
A Pomodoro set is typically 3-4 Pomodoro cycles

How to use it
Set a timer for a block of 20-35 minutes
When the timer goes off, take a 5-10 minute break, and then start the task again
*It’s suggested that you use a mechanical timer

Benefits
Results in better motivation because it encourages you to stay on task and cut out interruptions
Enhances focus and concentration
Causes you to work with high focus and intensity
Take steps to prepare and organize

+ Create a to-do list
+ Prioritize
+ Invest in a planner
+ Start creating a routine

Plan ahead of time!

+ Layout outfit
+ Meal prep
+ Put keys in designated area

Academic Center for Excellence

Personal Academic Consultant
• Time management
• Learning style and memory
• Reading strategies
• General study skills
• Goal setting

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Figure out what distracts you

+ Some people enjoy white noise, while others prefer a quiet space. It is all based on individual preference.
+ Don’t let you phone or social media get in the way
+ If you are in a cluttered area, your focus may be on that instead of your assignment/work

How the OAS can help

+ Can provide accommodations for use of an environment with reduced distraction
+ Ability to utilize the OAS testing center
Communication is key

**Talk to your teacher**
- Paraphrase periodically so you can understand important points being conveyed
- Write an email asking for clarification or set up a meeting
- If this doesn’t help, reach out to a peer

**OAS accommodations**
- Supplemental note taking assistance
- Use of smart pen
- Preferential seating
- Audio recording
- Extra time for tests, quizzes, and exams
Fidgets

Sitting in class and listening to a lecture can be challenging. Fidgeting helps cope with the classroom setting so that a student can be more focused and attentive.

Kneaded eraser: resembles Play-Doh or putty and can erase pencil marks on paper

Fidgeting finger spring: soft flexible strings that can be pulled back and forth. They are quiet and unobtrusive

Sand filled stress balls
Make time for you

- Get enough sleep
- Eat a balanced nutritious diet
- Connect with friends and family
- Exercise – stretch, go for a walk
- **Practice** mindfulness – deep breathing such as 4-4-4
  - Breathe in 4 seconds
  - Hold for 4 seconds
  - Exhale for 4 seconds
I am prepared to succeed