

TOOLS & HEALTHY TIPS TO HELP YOU FOCUS

STAYING ON TRACK



USED FOR

Write out a list of all the things you are working on right now

USE WHEN

You need to re focus and stay on the task in front of you

STAYING ON TRACK:

Writing to do lists will really help you. Having a visual reminder will aid your focus on the main idea.

1. Write down what you have got to do.
2. Set time limits. i.e. spend ten minutes on this.

TOOLS & HEALTHY TIPS TO HELP YOU FOCUS

SLICES OF CAKE



USED FOR

Cutting your project down into manageable slices

USE WHEN

When work seems overwhelming & too much

SLICES OF CAKE:

Imagine your project is one large cake. Write a list of the different tasks needed to complete your work, then estimate how much time each 'slice' will take and write them in your planner. This will help to not feel overwhelmed and help you be more efficient with your time.

TOOLS & HEALTHY TIPS TO SUPPORT LEARNING

SCREEN TIME



USED FOR

To show the benefits of your hard work

USE WHEN

Work seems pointless and you cannot continue

SCREEN TIME:

There is nothing wrong with screen time but when we have other tasks to complete, balancing schoolwork with gaming is important. Schedule and limit your screen time by using the accessibility apps and timers.

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MEGAPHONE



USED FOR

Encourage you to keep pushing on towards your goal

USE WHEN

You want to give up and are putting yourself down

MEGAPHONE:

Everyone needs a megaphone to encourage themselves. Having a list of positive affirmations is a great way to keep yourself motivated and on track. Write out your affirmations and read them before you start working.

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BANK IT!



USED FOR

Delaying gratification, work hard now and get rewarded later

USED WHEN

Making the right choice about what tasks are priority

SAVE IT IN THE MIND BANK:

When you break your work/project down into tasks and cross things off your to do list, you get gratification. Make a list and then give yourself a tick once the step is completed.

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MIND ACTIVATOR



USED FOR

Getting your mind in the correct zone and helps you focus

USE WHEN

You have to knuckle down, especially for exams & tests

MIND ACTIVATOR:

This is about mentally preparing yourself for what is to come. I use brain breaks or movement breaks to give yourself a break. Be mindful of how you are going to prepare yourself. Sometimes a few moments of quiet breathing can help or listening to your favourite song and dancing may be just what you need.

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STUDY OASIS



USED FOR

Providing a place to store things in your mind while working or if you need to write it down

USE WHEN

Reading or listening to something new and you don't want to get distracted

STUDY OASIS:

When you end your study day write out what you need to do the next day. This will help you to jump straight into your work. Tidy your papers and keep your desk area clear. A clutter free desk helps the mind to be less distracted.

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SPEEDOMETER



USED FOR

Controlling how fast you work to balance efficiency & accuracy

USED WHEN

You are working too fast and making simple errors

MEGAPHONE:

Use the speedometer to control how fast you are working in order to balance efficiency and accuracy. Self-monitoring is always great if implemented properly. Setting a timer for yourself so you know how long you have to do a task and also help you stay on track if you tend to drift away easily.

TOOLS & HEALTHY TIPS TO HELP YOU FOCUS

CALENDAR



USED FOR

Helping you manage your time effectively

USE WHEN

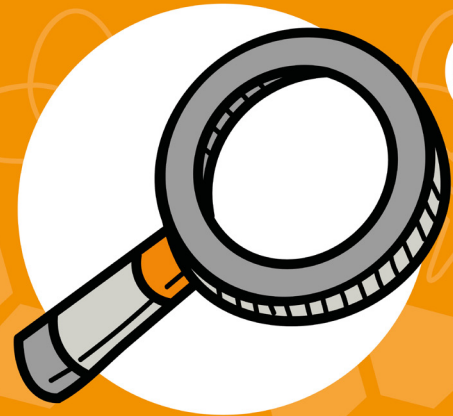
When you have a list of things to do and need to plan

CALENDAR / CHECKLIST:

Use the calendar tool when you have a number of things to complete. That way you can prioritise the most important and figure out how long things will probably take. You can check if you are on track and change tasks around. This will help you feel gratitude from knowing the things you have completed and that you are closer to your end goal.

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OBSERVER



USED FOR

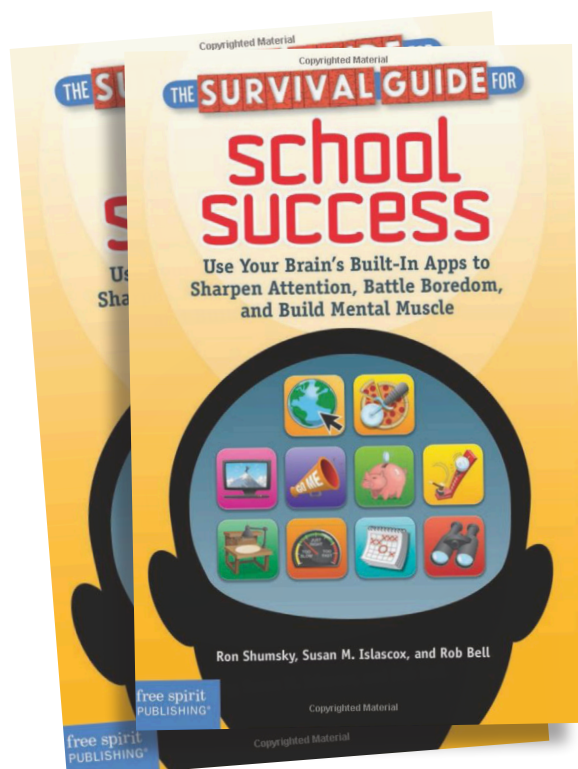
Enables you to watch yourself to track progress and make adjustments if necessary

USE WHEN

You are not spotting your own errors and not learning from previous mistakes

MIND ACTIVATOR:

Observe carefully! This is really important when you are monitoring your own work. You can use the observer tool when you are finding it hard to spot errors in your work and you keep on making the same mistakes. Over time this will help you become an independent learner and make you more efficient at whatever it is you do!



These tips are based on experience and adapted from 'The Survival Guide for School Success.'

Choose the tools you think you would benefit the most from and once you have used that tool chose another tool.

Good luck with your studies and exams!

Dr. Donia Fahim

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