

FOCUS & MOTIVATION

START SMALL

Large tasks can feel overwhelming and vague.
Try this:

- Open document
- Write first paragraph
- Review notes

Starting is often the hardest part.

REDUCE DISTRACTIONS

Focus improves when your environment supports it.

Helpful changes:

- Silence non-essential notifications
- Keep only what you need in your workspace
- Use headphones or background noise if helpful

USE TIMERS TO CREATE STRUCTURE

Timers provide gentle boundaries for attention.

Pomodoro Method:

- 25 minutes of focus
- 5-minute break
- Repeat up to 4 times, then take a longer break

Short breaks help prevent burnout.