



# 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.**

