

Study Workshop Checklist

Values: Things that are important in my life

What are my values related to education? _____
What do I do to demonstrate those values? (i.e., actions, tasks, activities) _____
Which tasks do I tend to delay? _____
What thoughts and feelings come up? _____

Strategies for Noticing and Accepting Unhelpful Thoughts

1. Insert a mindful pause 🛑
2. Notice if the thought/feeling is helpful or not. If not → accept 🧠
 - a. “I am having the thought that _____.”
 - b. Write it down
 - c. Imagine the thought/feeling on a leaf floating past you on a river.
3. Use humor—tell your brain/thoughts, “I don’t agree, but thanks for your input.”
4. **Remember** → Thoughts and feelings come and go. **We don’t need to change, fight with, believe, or act on them if they are not helpful or in service of our values.**
5. Even when having negative thoughts and feelings, **we can still act in line with values.**

Assessment of Tasks

****Make assessment of tasks a daily activity as routine as brushing your teeth** 🦷

Steps

- 1) Get out your calendar
- 2) Go through handouts, syllabus, class notes, Blackboard, email
- 3) Search for To Do’s
- 4) Add each to your calendar and tracking document/To Do list
- 5) Be mindful of deadlines

Break Down Tasks

If you come across a big task in your assessment, schedule time to break it down into smaller tasks 🏠

Consider

- 1) Assignment expectations
- 2) Difficulty
- 3) Time to complete
- 4) Due date
- 5) Theme
- 6) Add to Calendar

Set up the Environment

Create

- 1) Study only space
- 2) Move/shut down distractions
- 3) Schedule time to organize/tidy up daily
- 4) Get a timer (not your phone)
- 5) Plan for the day (calendar, paper, note, white board)

Managing Time—Add Structure

Decide

- 1) What to work on (it’s in your calendar)
- 2) How long to work in each focused stretch 🕒
- 3) 5-minute break activity
- 4) 30-minute break activity
- 5) Extra time activity
- 6) Reward for completing study/work session
- 7) Write out the plan, set the timer, and start

****Work until the timer goes off. Always take your breaks. Never skip your reward!!**