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Study Workshop Dr. Sally Izquierdo Queens College Project REACH

BCBA-D, NYS LBA Clinical Training Manager—Psychology MA Programs Director ABA Graduate Programs

Director Queens College Project REACH (QCPR) Neurodiversity Support Fellowship Supervisor Neurodiversity Faculty Hub Neurodiversity Advocacy Club Advisor This is a safe space. Please be kind and respectful.

I also have a planned 5-minute break around 12:45. This is a flexible space. Take a break if you need one.

If you need to eat, that's ok too. It is lunchtime.

























overwhelmed		Time management		I get distracted
anxious	focus I procra		procrasti	Focus nate
I procrastinate a lot		Time mana	agement	Staying focused
Time management				
strategy	procrastination focus		procrastination	
anxiety	anxiety	Time manageme		nt focus
I forget		anxiety I	get stuck	anxiety



1. VALUES 2. THOUGHTS AND FEELINGS 3. PROCRASTINATION 4. CHOOSING TO ACT 5. ASSESSING, PLANNING, ROUTINES 6 BREAKING IT DOWN 7. SETTING UP THE ENVIRONMENT 8. ADDING STRUCTURE 9. TRACK IT 10. QUESTIONS



Values

Things we think are important in life



Meeting new people

Independence Creating something Learning new things

Being with my peers Living on my own

Be qualified for a good job

Getting a degree

Value: **Independence**→ Did things for myself: did my own laundry chose my own classes made my own schedule

What are some ACTIONS that go with those values?

Do you ever feel that even though you know your values, you procrastinate on some of the tasks or actions related to those values?

Procrastination: delaying or postponing something







What are the thoughts and feelings that come up?















I can't study until I feel better or am not thinking







Strategies: Noticing and Accepting

- 1. "I am having the thought that
- 2. Write it down. Keep it nearby. It is there, you can notice it, but you don't need to act on it.
- 3. Imagine yourself putting the thought on a leaf, letting it float down a river.

Thoughts (and feelings) come and go. We don't need to believe or act on them.

"











ACT in line with values

Even while having negative or unhelpful thoughts and feelings, we can still act in line with our values.



ACT on Values










Assess and Plan





Make assessing your tasks like brushing your teeth. Do it every day at the same time. What will you do during assessment time every day?





Mon 22	Tue 23	Wed 24	Thu 25	Fri 26
Reflective Practice				
Assess	Assess	Assess	Assess	Assess





Add time to your calendar to break it down.







Breaking Down Larger Tasks





Consider When Breaking Down

- Assignment expectations
- Difficulty
- Time to complete
- Due date
- Theme
- Priorities—which need to be done first
- Add tasks to the calendar

Setting up the Environment

- 1. Study only space
- 2. Free from distraction
- 3. If organization is a problem—schedule daily time to tidy up (practice and keep up with it)
- 4. Timer!!
- 5. Plan for the day—calendar, paper, note, or white board—somewhere visible

Putting it together

- 1. Strategy for dealing with interfering thoughts and feelings
- 2. Assessment of Tasks
- 3. Broken Down Tasks
- 4. Calendar with routines, specific tasks
- 5. Environment set up including daily organizing
- 6. Now it's time to do the work...



 Decide what to work on (it's on your calendar)

2. Decide how long to work in each focused stretch

(5, 10, 15, 20, 25 minutes? choose easy)

- 3. What will you do on your short breaks?
- 4. Longer breaks?
- 5. Extra time?
- 6. How will you reward yourself for following your plan?
- 7. Set the timer and start

Task: Study for History Exam

20 minutes of work—flashcards 1-25

5-minute break—walk around, stretch, bathroom, get coffee

20 minutes of work-flashcards 26-50

5-minut reak—walk around, stretch, get some fresh air

20 m s of work—re-read notes ch 1-5

30-minute break—lunch, phone

20 minutes of work-re-read notes ch 6-10

5-minute break—walk around, stretch, bathroom

20 minutes of work-practice review questions

5-minute break—walk around, stretch, get some fresh ai My End of Schoolwork Reward: Play games, go to the gym, hang out with friends...

 Be specific
Get away from your desk on breaks
Include
Inger breaks
Don't skip your reward! Keep working until the timer goes off

Always take your break and time it!



Check items off of your assignment tracker Go for simplicity, not sophistication. Any simple checklist (paper or app) will do.





If you haven't yet....

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