

## Goals

**Set clear daily, weekly, semester, and long-term goals.** Write them down somewhere easily visible. Be specific. Instead of saying, "I want to get better grades," say something like, "*I want to get at least an 85% on my BIO exam on June 5.*"

Daily Goal:

Weekly Goal:

Semester Goal:

Long-Term Goal:

**Letter to your future self.** You can also choose to write a letter to your future self to remind yourself of your goals and why you are doing this. You can read the letter when you are feeling unmotivated.

**Reward yourself.** Each time you accomplish a daily/weekly goal or earn a good grade, you should reward yourself. Rewards can range from small to large – but should be appropriate for the accomplishment. For example, you should have a small reward for completing a daily goal and a large reward for earning a good grade on a test.

Giving yourself rewards will help break up the monotony of academics, allowing you to stay refreshed and motivated for future academic goals and tasks.

Goal	Reward for Completing

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## Distractions

**Help yourself focus.** Eliminate or limit distractions that lead you to procrastinate. Turn your phone off, turn off the TV, study alone, etc. If you know you struggle with something, write it down below, and plan to make it more difficult for you to give in to these distractions.

Distraction	Plan for Eliminating

**Location, location, location.** Think about a dedicated place where you work best and where you will be most motivated to get to work and stay working. For most people, their bedroom is not an ideal location, as it comes with many distractions.

I plan to study/work at this location:

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## Mindset

**Adopt a positive attitude.** How do you talk about yourself? A positive attitude can produce positive results. Approach your assignments, interactions with professors, and studying with a *can-do* attitude. Instead of saying “I can’t”, say “I can”. Adopt a **growth mindset** and believe that you have the ability to learn, grow, and change.

*“Whether you think you can, or you think you can't – you're right” – Henry Ford*

Check off the statement that best describes your current mindset.

Fixed Mindset		Growth Mindset
<input type="checkbox"/> Avoids challenges	<b>or</b>	<input type="checkbox"/> Embraces challenges
<input type="checkbox"/> Gives up easily	<b>or</b>	<input type="checkbox"/> Persists in the face of setbacks
<input type="checkbox"/> Sees effort as not worth the time	<b>or</b>	<input type="checkbox"/> Sees effort as the path to success
<input type="checkbox"/> Ignores useful negative feedback	<b>or</b>	<input type="checkbox"/> Learns from criticism
<input type="checkbox"/> Feels threatened by the success of others	<b>or</b>	<input type="checkbox"/> Finds inspiration from the success of others

How can you transition from a fixed mindset to a growth mindset?

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## Study Method

**Become actively involved in the learning process.** Adopt a more active study process. You may find yourself wanting to learn more. *Try out the SQ4R method.* Your desire to learn will increase once you become more involved in the classroom and in your self-directed study sessions.



## Time Management

**Pace yourself.** Chunk your study, work, and reading times into small sections (15-30 minutes) with breaks in between. Breaks are important for your focus, health, and motivation and should be worked into any study time. If you are going to be studying or working for longer periods, go back and forth between one task or class and another.

**If you are looking to mix things up from the traditional 15-minute rule, try the Pomodoro Method.**

### Pomodoro Method

- 25 minutes of uninterrupted study/work
- 5-minute break
- 15-minute break after 4 study sessions

<https://www.marinaratimer.com/>

**Prioritize.** Start studying early in the day (morning) and do the most unpleasant or challenging tasks first. These unpleasant or challenging tasks are usually the ones you will put off until the last minute. Tackling difficult tasks first thing in the morning can motivate you through the rest of the day and get rid of the anxiety that comes along with putting things off until the last minute. Research has shown that it makes you more productive, too.

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### Self-Care

**Get enough sleep.** Aim for at least 7 hours a night. Sleep is important for motivation and learning. If you aren't well-rested and are running on fumes, it's a lot more difficult to be productive, stay focused, and motivate yourself.

**Build a daily routine.** Building and sticking to routines is important for motivating yourself. Structure healthy habits like meals, sleep, exercise, and study times into your daily schedule and then stick with it. Remember to schedule unpleasant or difficult academic tasks earlier in the day so that you do not stress about it throughout the day.