

TIPS TO BECOME A BETTER SCHOOL WARRIOR

Feeling overwhelmed when tackling your mountainous pile of schoolwork? Feeling deprived of free time because work never seems to be finished? Here's your cheat sheet to increasing your productivity and conquering that battle called schoolwork:



ORGANIZE YOUR BATTLEFIELD

Get to know yourself. Where do you work best: at home, at the library, at the coffee shop, or outdoors? Do you study better in a quiet space, with background noise, or with music? Do you like dim or bright lighting? **Avoid putting yourself in an environment where you know you will not be productive.** Modify your environment as well: put away things you know you don't need and keep the ones that you do need within reach.

Use the **five-minute plan tactic**: focus on a task for five minutes; if at the end of five minutes and you still feel like working, go for it! Momentum often builds on that five-minute time and helps you in getting into work mode.

Reward yourself! However, don't put rewards BEFORE working; instead, arrange your work and leisure in such a way that leisure will be a reward for all the hard work you've put in.

Reframe your way of thinking. While this is easier said than done, reframe your thinking of time frame into smaller units of time (such as days into hours, or month into days) to let you feel that sense of urgency and get you going into action.



SHIELD YOURSELF FROM PROCRASTINATION



**COORDINATE
YOUR
BATTLE PLANS**

Avoid making the mistake of working 10 hours straight; research shows that there is no link between study time and higher grades. Instead, use the **bits-and-pieces approach**: divide your tasks into smaller ones, spread them over a certain time frame, and commit to accomplishing them.

Prevent multitasking! It's a myth; multitasking is only a fast-forward version of task switching. Remember, quality of one work is always better over the quantity or number of tasks you're doing "at the same time".

Set a routine that works best for you. Make a work schedule, incorporate your free time, and stick to it like glue. Once you get into the habit of working at a certain time or day, it becomes more automatic and requires less effort to get into the zone of working.

Never study on an empty stomach. This may seem like common sense, but oftentimes, we tend to neglect eating when we're on a roll. Remember to listen to your body and set aside the time to eat whenever you're feeling cranky, irritable or just plain unproductive.

Respect your time for food. It is easy to fall into the trap of "multitasking" when you eat and work at the same time. Mindless eating behaviors may lead to overeating, increased stress, or decreased productivity. Instead, set aside time to eat, and enjoy your undivided time before diving into studying.

Decrease caffeine intake. While caffeine may have been your best friend, energy drinks and coffee should be limited, as excessive caffeine intake may decrease your concentration, slow your processes, and disrupt good sleep.



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