



FOCUS PLAN

Define the task. Write down a task that you want to complete. For example ‘complete my psychology assignment’.

Break the task down in to chunks. Breaking down the task in smaller steps often makes the task feel more manageable. Here you might choose to write down steps such as ‘read the chapter on psychological theories’, ‘create a word document for the assignment’, ‘write an introductory paragraph’

TASK STEPS	TIME REQUIRED
1.	
2.	
3.	

4.	
5.	

Create a schedule. Schedule the task(s) for a specific day/time. Also make sure to note down how you will remind yourself of each task (e.g. ‘set a reminder on my phone’).

SCHEDULE	REMINDERS

Prepare for the task. Note down how you will prepare for the task ahead of time, and how you will tackle possible distractions

Eliminate Distractions. List distractions you can eliminate before starting (e.g. put phone on silent).	Plan for Unavoidable Distractions. Create “If, then” plans for likely distractions (e.g. If my mum calls, then I will say “Let me call you back in 30 minutes”).

Materials and Supplies. List any items you will need to complete the task (e.g. laptop, course book, notebook).	Physical Preparation. List actions you will take to be ready for the task (e.g. set up my workspace, have a snack)

Imagine the outcome. Many people underestimate the positive feelings that come from completing a task. To build motivation and momentum it can be helpful to describe the benefits of completing the task, and how you will feel as a result ahead of time. Have a go at that now below.

Ready to go. Now that you have done your planning and created your focus plan it is time to get started on your tasks!