



# *My Handbook*

OF FOCUS

**TUTORING EDUCATION  
2025**

# 1. ORGANIZE MY AREA

## Checklist for my workplace

### **Notice**

Before starting, complete this list with all the materials required. Organize everything beforehand to prevent interruptions in your work while searching for a missing item. Once prepared, mark off each item.

<i>Essential materials</i>	<i>Verify when prepared</i>

## 2. ORGANIZE MY TASK

### Notice

Dividing a large task into smaller steps makes the work feel less overwhelming and more achievable. It also allows you to track your progress.

- Task Title:
- What is the significance of this task?

Stage	Description/Why?	Estimated duration (min)	Verify upon completion	Duration (min)
Stages 1				
Stages 2				
Stages 3				
Stages 4				
Stages 5				
Stages 6				
Stages 7				
Stages 8				

### 3. DIRECT MY FOCUS

#### **Notice**

Recognizing when you lose concentration enables you to comprehend what is diverting your attention and how to address it.

<i>Times when I lose concentration</i>	<i>What diverted my attention</i>	<i>How can this be avoided?</i>

## 4. PROVIDE FEEDBACK AT THE CONCLUSION

### **Objective:**

Reflecting on what was effective or ineffective aids in enhancing your performance for the future.

- **Have I reached my objective?**

- Yes
- No (if not, why?):

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- **What aspects of my performance were commendable?**

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- **What areas can I enhance for next time?**

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- **Comparison of anticipated time and actual time:**

- Total estimated duration: \_\_\_\_\_ min
- Total actual time: \_\_\_\_\_ min



### **My Prize!**

- My reward:

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