








Write down your tasks for tomorrow the night before - while you sleep, your brain keeps them in mind.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Writing tasks in a list lets you free up your working memory to focus on learning or doing, rather than remembering the list.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Try giving yourself a time goal as a reward for finishing your tasks - it can help you focus and give you space to relax at the end of the day.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks

What worked? What didn't work?

Other notes and thoughts

Frogs are tasks or activities you don't enjoy so much, but need to get done. Have a couple frogs a day (circle 'em below), and eat your frogs (do those tasks) earlier in the day.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

Pomodoros are one way to help combat procrastination - you just commit to one 25-minute session where you focus. Google pomodoro and check out the cool timer - it's the icon used below!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

One way to commit to these tasks on this list below is to give them a pomodoro or two - try writing down how many pomodoros you want to get through next to each task.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Use mini-tasks to break down your main tasks - you'll feel less overwhelmed, enjoy crossing them off, and ultimately get through your main tasks

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

Sometimes it's hard to get through tasks, and you'll need to use techniques to focus and reduce procrastination. Write down what you did that worked and didn't work today.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Unload your working memory with other notes and thoughts you had for the day, then put in your tasks for tomorrow!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

There are two different modes of thinking: Focused mode and Diffuse mode.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Focused mode is when you concentrate intently.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Diffuse mode is a more relaxed state of learning, and you're thinking broadly, and connecting widely different ideas, to understand something.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Some ways to use Diffuse mode are to go for a walk and let thoughts come, daydream, or knit, and see what connections your mind makes.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Your brain has different patterns of activities depending on what you're doing (or if you're resting!)

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Your brain has a million billion synapses, or connections between neurons, where memories are stored.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

We used to think that as you age, your synapses are pretty stable, but new research shows that your brain continues to change even after the brain is mature.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

Synapses can even change overnight, while you sleep, in response to what you learn during the day; your brain is different physiologically every day!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____








Mini-tasks

What worked? What didn't work?

Other notes and thoughts

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

In order to learn, you create new connections (or synapses). To learn something better, you need to strengthen these connections with repeated "use".

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Repeated synaptic use is basically you learning! You can literally see this physically in your brain.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

To be an effective learning, first study something intently (using your Focused mode), then take a break or change your focus so you switch into Diffuse mode about that topic.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Moving between Focused and Diffuse mode, and not cramming, gives your brain time to build strong, sturdy connections, like building a wall.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Cramming is like building a wall without letting the mortar dry - it'll be less stable, and it won't last as long.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

When learning, you use your "working memory". These are the things you hold in your mind; you can hold about four things at the same time.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

One strategy to learning is to focus all four of your slots on what you're trying to accomplish.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Working memory is different from long-term memory - it doesn't stick as well, and you have to use repetition to keep things in your working memory.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Long-term memory stores in different areas of your brain, and is more like a warehouse. It stores a lot more than the four slots in working memory, and sometimes can be hard to find a specific memory!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

One way to move items from working memory to long-term memory is to use spaced repetition, where you keep recalling information at different times, to strengthen those neural connections.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

Getting enough sleep helps your learn better - try to manage your learning so you can get a good night's sleep before a test or presentation.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

While you sleep, your brain cells shrink and lets the toxins that build up while you're awake flush out more easily. Ewwww, brain toxins... :)

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

While you sleep, your brain also works through what you learned earlier, going over neural patterns to make them stronger.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Think of sleep as the ultimate diffuse mode power-up!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

***Dreaming can consolidate what you learn and make it stick better.
Who knows what all those dreams about teeth mean....***

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

One useful learning activity is chunking - compact information packages that your mind can access more easily.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Using chunking techniques can help you not over-learn, and can also help you not get fooled that you're learning when you're not...

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

...Remember when you read that algebra problem, and it made total sense, then the next day you had no clue? That's your brain fooling you into thinking you understood something!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

The first step to chunking is to actually focus - and not get distracted - on what you're trying to learn.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Think about turning off a background noise (or TV), sitting in a quiet space, turning off the internet (gasp!), or silencing your phone to minimize distractions.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

The second step to chunking is to understand the idea you're trying to learn. Try to get the main idea or concept.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Don't be fooled by reading through a worked-out problem and thinking that means you understand. Try out problems yourself to make sure you really get it.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

The third step to chunking is to get an overall general picture, or context, of what you're trying to learn - skim headers, pictures, or abstracts to accomplish this.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

In other words, understand context means knowing how what you're learning fits into what you already learn, or more generally what you're trying to understand.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Understand context is like working a jigsaw puzzle - maybe you have a small section of the puzzle put together. Where does it fit within the larger puzzle? That's context.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

You can alternate between understanding the context and understanding the concept - it's like a top-down and a bottom-up approach that enables you to really learn the content.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Practicing problems is key to making sure you understand a concept.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

Again, don't be fooled! One way to make sure you understand a concept is to work harder problems - they're often found later in a chapter or in later practice sets.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks






What worked? What didn't work?

Other notes and thoughts

Another way to ensure you've learned is to look away (or close the book) and try to recall what you're trying to learn. If you can recall it, it's starting to stick.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

This recall (or mental retrieval) is more effective than passive re-reading of materials.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Highlighting big blocks of text can trick you into thinking you know something - try recall instead, highlighting max one sentence, or writing in the margins instead.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Be a more effective reader - while reading, stop and try to identify the main points or ideas. Write them in the margins, if you like.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

**Making mistakes - in tougher problems, in recall - is a good thing!
You'll see where you need to focus more, or strengthen concepts,
before the big test.**

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

Stress and other emotions can make it hard to focus and learn (and can minimize your diffuse learning). Try to avoid cramming if you want something to really stick.

___ / ___ / 20___

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

When you're learning, you may use all four slots of your working memory. Once you've solidified a chunk, it'll take up less working memory, because the concepts are tied together more smoothly.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

As you learn more - and build more chunks - the approach may come to mind when learning something else. This is called transfer, and can allow you to grasp new concepts faster.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

On the other hand, sometimes your mind goes to what you know first, and blocks the (right or easier) learning because of what you already know. This is called einstellung.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Sometimes you inadvertently build cues for what you know depending on where you learn. That's why sometimes you can't recall things you've learned in a test environment. Vary your studying space (while minimizing distractions) to help with this.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

Sometimes you can overlearn - where what you learn becomes automatic or a habit. Depending on the situation, you may or may not want this (driving is one example where overlearning may help; in calculus, overlearning can lead to rigid thinking)

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Prepare yourself by learning BEFORE working on problems - otherwise you can get very discouraged and give up.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Once you've learned - or started to do so - strengthen your learning by interleaving concepts - switch between different math problems or examples, or do harder problems with easier ones - to build flexible thinking to complement the solid chunks.

____ / ____ / 20 ____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

The reason you procrastinate is because your brain is avoiding what it thinks is a literally painful task (like linear algebra) to do something more pleasant (like watching videos online).

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Procrastination can lead to cramming, which leads to less solid learning (remember the wall analogy earlier? Practice that recall!)

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

By using a 25-minute pomodoro (focused session), you can redirect your willpower to learning, rather than overcoming procrastination. Learn smarter!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Procrastination shares some characteristics of addiction; it also can offer temporary excitement and relief from boring (or hard) reality.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

There are several brain chemicals connected to addiction, as well as learning and procrastination.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

Acetylcholine is released while you do focused tasks.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Dopamine is a brain chemical that is released due to rewards, both anticipated and expected.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Serotonin is a brain chemical that is related to social status and can influence risk-taking; the less connected/lower social status, the lower the serotonin, and the greater the risk-taking.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

I want to finish by: _____

Mini-tasks







What worked? What didn't work?

Other notes and thoughts

Procrastination can be seen as a habit, and one way to short-circuit procrastination is to understand - and interrupt - habits.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Habits can be long or short activities - brushing your teeth in the morning and cleaning your house every Sunday are both possible habits.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Procrastination is a habit - and habits have zombie-like, automatic routines. It's easy to slip into procrastination and not realize it.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Habits have four parts: a cue, a routine, a reward, and a belief.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

A habit's cue is just the trigger that starts the routine.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Cues can be based on location (at your work desk), time (how rushed - or not - you feel), emotions (you feel sad), and reactions (when you look up something on the internet, then end up tvtropes.org)

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Think about what cues start your procrastination, so you can recognize a potential zombie-like slip into the routine.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Routines are the zombies of the habit world - it's what you automatically-ish start doing once you're cue-d to do so.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Try to recognize what the routine is and learn a (say, a pomodoro) to replace it. For example, if your procrastination routine is looking at your text messages, leave your phone in your car.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

***Sometimes we procrastinate because the task is too overwhelming.
One way to combat this is focusing on the process over the product.
The 25-minute pomodoro is one example of this.***

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Make a concrete plan to rewire these zombie procrastination habits!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Take note of what works, and celebrate these self-realizations - and lack of procrastination.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Also take note of what doesn't work, perhaps on this planner page.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Don't try to change everything at once - process over product, small changes over large, to not feel overwhelmed.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Rewards are the pleasant result of the routine - like a funny video, or a delicious cookie.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

**Try to understand why you are procrastinating - what's the reward?
And then substitute a different reward for NOT procrastinating.**

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

For example, after finishing a pomodoro, you can have a cookie, check your email, or take off work at a reasonable hour.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks

What worked? What didn't work?

Other notes and thoughts

Consider bigger rewards for accomplishing bigger tasks - like an evening of TV, playing video games without guilt, or a nice meal.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Your brain will learn to associate rewards with NOT procrastinating, which will keep you going!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____
<input type="checkbox"/> _____		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Beliefs are what give habits power - you may believe that you can't change the habit, or it's too hard. You have to change your beliefs to change your habits.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Believe that you can change your procrastination habit, and consider finding supportive colleagues - or environments - to keep you on track.

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks








What worked? What didn't work?

Other notes and thoughts

Don't feel too defeated by setbacks - you're making progress, and changing habits (not to mentioning learning) is hard!

____ / ____ / 20____

Tasks

	Is it a frog?	 goal
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

I want to finish by: _____

Mini-tasks

What worked? What didn't work?

Other notes and thoughts