

Healthy Working Habits

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1 Healthy Academic Work Habits

Ada Palmer

1.1 Main Principles

1. **Study is a marathon Not a sprint:** "Push through and collapse later" strategy is bad, will make you hate things more
2. **Self care is a responsibility:** Pulling a all-nighter will make you feel accomplished but it doesn't matter if you then sleep the next whole day
3. **Short Term vs Long Term tasks:** Short term-Assignments due this week, lectures etc. Long term-Internship work, self project etc. Fight to keep short term tasks from taking over, give some time to long term(not so urgent) tasks.
4. **Is this task *more* worth doing than the things i have to give up**
5. **Choose one:** You can be maximum of 2/3 of these things. Prioritise. Outstanding student, Outstanding teacher, Outstanding friend, Outstanding public intellectual(writing blogs etc), Outstanding agent of change(lead clubs etc)

1.2 Best hours should not be wasted

- Not all hours are equal, so they shouldn't be treated that way
- Maximize the quality of time you spend studying
- Find you own best hours: The hours just after i exercises are the best(i don't exercise often though). Worst productivity is when i am hungry.
- Track where you waste your time. Of course you don't want 100% productivity, but if you aren't studying then do self-care, make yourself feel better. Social media will do none of them, Delete all social media(facebook, twitter, instagram, reddit etc). Find a blog, podcast which makes you excited and replace social media time by this.
- Progress of long tasks are vital for morale
- Find a accountability buddy: You both can share what you accomplished today and motivate each other(i already have one :))
- Find your workplace setting to suit you better.

1.3 Maximize the quality of time you spend studying

- You getting burnt out wont help anybody, save yourself
- Not all leisure activities give you same satisfaction
- Social media adversely affects your brain, a small amount is okay, that turns into a big ammount quickly
- Sleep Quality: You dont feel good having less than 8hrs sleep, you are drained out if you drain yourself before sleep.

1.4 Final Takeaways

- No mobile phone 30mins before sleeping. It will take time to get used to
- No social media till lunch time unless absolutely necessary
- Exercise to make yourself feel better
- You are not the imposter
- Playing Among us with friends is better than wasting that time on social media.
- Some tasks require more mental energy: MTH201, MTH302 take more energy than BSE656, ESO204, TA's etc.
- On Sunday plan for 3 days. On Wednesday plan for the next 3 days.
- You are literally the best....