

Hi Name. What do you want to improve today?

Even when I make schedules I can't stick to them. I always spill into the next task because it takes too long or I can't focus. I need help managing time and distractions.



Schedule

Pomodoro Method

- Work in 25 minutes bursts with 5 minute breaks

Buffer Zones

- 10-15 minutes in between tasks for spillover

Ms. Dec

Procedure

Batching

- Group problems by topic to reduce mental switches

Active Reflection

- 2-3 minutes after solving to evaluate wrong answers

Environment

Noise control

- Noise-canceling headphones and instrumental music

Visual cues

- Display schedule or checklist for referencing