



# 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