**Step 1: Define the Activity**

**Concentration Plan**

Write one assignment or activity that you need to complete this week. For example, “write paper for psychology course.”

**Step 2: Break the Activity into Smaller Tasks**

Break down the assignment or activity into smaller parts to make it feel more manageable. For example, you can break your paper down into multiple parts, such as “conduct research,” “create outline,” “write paper,” etc.

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| **Activity Tasks** | **Time Required** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Step 3: Create a Schedule**

Schedule each task for a specific time. Create a plan of how you will remember to complete each task at the scheduled time (ex: set phone reminder, write it in planner, etc.)

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| **Schedule** | **Reminder** |
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**Step 4: Prepare for the Activity**

List how your will get ready to work on the assignment or activity, before the scheduled time.

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| **Eliminate Distractions**List distractions you can eliminate before starting (ex: silencing phone, turning of tv, etc.)  | **Plan for Unavailable Distractions**Create “If, then” plans for likely distractions (ex: if my roommate comes into my room, I will tell them “I am busy. I will talk to you later.”) |
| **Materials and Supplies**List all items you will need to complete the activity (ex: laptop, charger, book, notes, etc.) | **Physical Preparation** List actions you will take to get ready for the activity (ex: sitting at desk, eating a snack before sitting down, etc.)  |

**Step 5: List the Pros and Cons of Following This Plan**

List the benefits and costs of following through with the plan you have created.

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| **Pros** | **Cons** |
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