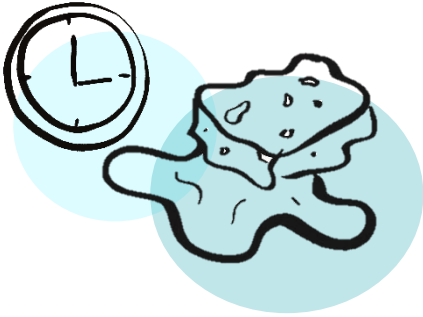


# Focusing: The timer method

## Time sponges are the things we do instead of working

When we allow time to be soaked up by trivial activities, we leave ourselves with less time to do the things that matter more. This can increase stress levels unnecessarily.



- Know what soaks up your time.
- Minimise possible distractions.
- Find a good place to work.
- Turn your phone and email off.



## The timer method – focus intently for a set task

1. Divide your tasks up
2. Set a timer for a period of 20 or 25 minutes
3. Work in a focused way against the clock on one task
4. Take a break of five minutes
5. Repeat for the next task
6. After 3 or 4 sessions take a much longer break



### Breaks are important

Having a short break of five minutes after an intensive study workout helps you and your brain relax.

It's good to distract yourself for a short time.



### Get a routine going

Developing good study habits means setting up achievable and productive routines for yourself.

The timer method helps you do this.

### Reward yourself

Find ways to reward yourself after an extended intensive and productive study period.



**You've earned it!**

At the end of the day have a look over what you have done. It is surprising how much you can do in concentrated 25 minute sessions.

- What can you achieve tomorrow?