

# Brain Training

- Mondays at 3:00pm, SW103
- Thursdays at 6:00pm, Zoom
- February 10 & 13; April 14 & 17: Tools of the Brain
- February 17 & 20; April 21 & 24: Effective Studying
- February 24 & 27; April 28 & May 1: Beat Procrastination
- March 3 & 6; May 5 & 8: Conquer Exams

# Procrastination

Slay your inner zombies

# Procrastination

1. What do you procrastinate the most?
2. How do you procrastinate – what do you do?
3. How do you feel when you are procrastinating?
4. How do you feel after you procrastinate?



<https://www.dualshockers.com/episode-2-of-the-walking-dead-michonne-launches-march-29/>

# Why do we Procrastinate?

1. Think about something you should do that you don't want to.
2. Pain centers of the brain activate.
3. Now change your attention to a more pleasant activity.
4. Feel relief from pain (temporary – short term reward).

*Procrastination is like an addiction – it saves you in the moment from feeling bad.*

# Habits

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What is an example of a good habit – of a zombie mode (non-thinking mode) working for you?

# Understanding Habits

1. The Cue
2. The Routine
3. The Reward
4. The Belief

# Habits

How do you get zombies to work for you instead of against you?



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# Habits

Well, why can't you just use more will power?

# The Solution (part of it)

1. The Cue – develop new cues
2. The Routine – have a new routine lined up, ready to go
  - Focus on process, not completion
  - Pomodoro technique (24 min of work at a time)
  - No distractions
3. The Reward –

# The Solution (part of it)

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2. The Routine – have a new routine lined up, ready to go
  - Focus on process, not completion
  - Pomodoro technique (24 min of work at a time)
  - No distractions
3. The Reward – set up a reward (what is your fish?)
  - Plan when you will stop!
4. The Belief – believe you are capable of change.

# Solutions continued

- “Eat your frogs first”
- Focus on the process - Pomodoro Technique
- Multitasking doesn't work
- Reframe focus – What do you need to work on today? How good will it feel to accomplish that goal?
- Worst case: your goal isn't to work. Your goal is to *start* working.



# Solutions continued

- Keep a notebook – what works, what doesn't?
- Make a list - Write it down!
- Math and Science demand a little at a time, over long periods of time.

# Staying Organized

Most of what we've been talking about is for *routine* work. What about the stuff that *isn't* routine?

# SMART goals

- Specific
  - “Review my biology notes from Tuesday” instead of “study biology”
- Measurable
  - Figure out a way to track your progress
- Achievable
  - Give yourself credit, but don’t set yourself up for failure
- Relevant
  - Is what you’re doing actually useful?
- Time-bound
  - Schedule it!

# Staying Organized

Don't trust your memory

- Keep a calendar
  - Keep *one* calendar
- To-do list
  - Habitica
  - Bullet Journaling
  - Whiteboard
  - Good ol'-fashioned post-it notes on the fridge

# Staying Organized

## Plan your next tasks

- The final step of a task should always be choosing your next one
  - Making the decision when you're already in "work mode" removes a barrier to getting back *into* "work mode"
- Plan your daily to-do list the night before

# Staying Organized

Don't let these things fade into the background!

- Schedule a time for the tasks you've been avoiding
  - Re-do your reminders
- Break big tasks into smaller tasks
  - Custom planner for big projects