Self-monitoring

- Reward yourself for the effort not just the outcome.
- Understand where your time goes, start tracking your time making short notes every hour.
  - How much did you get done?
  - Did you estimate enough time?
  - Identify where your estimates and actual time don't match up.
  - Did you get distracted? (Keep an interruption log)
- Keep score of your progress and goal achievement to have an overview of your productivity.

Time Savers

- Get organized, declutter, and you will find things quicker (e.g. separate folder for each class, throw away what you don't need)
- Eliminate distractions, every time you get distracted you lose focus and time.