






Tips on How to Have a Productive Day

This information has been collected by the BCI Special Education Department using a variety of sources about productivity, inattention/ADHD, and issues with the unmonitored use of technology. It is hoped that there are some tools and resources below that will be helpful in organizing your student's day, especially if they are experiencing issues with focus.

TIP #1: Organize your day using paper or tech tools.

- Go to sleep knowing how you want to spend your time the next day and chart it using any of these options (or your own):
- **Google Calendar-accessible in student's chromebook**
[How to set up Google calendar \(GCal\)](#)
[How to View due dates and events in your GCal](#) 
- **Google Keep**
[How to use Google Keep-video](#) 
- **Google Tasks**
[How to use Google Tasks and Google Keep](#) 
- **Organization template**
[Daily Calendar divided by hours](#)

TIP #2: Create a daily routine

- Have a consistent start and end time for work each day.
- Begin your work at the same time each day by beginning with the hardest subject/assignment first because that is when your mind is the freshest but if it better for you to start with easier material to get rolling, do what's best for you.
- Try starting each day with meditation or a walk.
This app is a free app you may be interested in:
[Stop, Breathe and Think - free app](#)



TIP #3: Schedule/take breaks (BREAKS are when you check your phones!)

- Begin your work at the same time each day by beginning with the hardest subject/assignment first because that is when your mind is the freshest but if it is better for you to start with the easier material to get rolling, do what's best for you.
- A good rule of thumb is to work for 20-30 minutes and break for 10 minutes. Use a timer for 20 minutes if you need to or see how long you can focus. Try the following timer apps:
[Tomato Timer](#)
[Break Timer app](#)
[Eye care protect your vision app](#) - use the 20 20 20 rule when you take breaks!

TIP #4 Limit your distractions

- Do not have your phone with you while doing work. If you stick to your schedule, you can alert your friends to the fact that you will only be checking at certain times.
- Avoid procrastination and distractions such as your phone and other apps on your chromebook.
- The problem is the enjoyment of immediate rewards associated with screen activity like social media and gaming. [Teens with ADHD](#) are especially susceptible to this as a distraction.
- [Procrastination](#) means putting off something that seems unpleasant. Most teens with ADHD procrastinate because a task is uninteresting, they don't know how or where to start, or the situation is overwhelming. This article from the [ADDitude website](#) provides some strategies around avoiding procrastination.
- **The key to overcoming procrastination is breaking down a task into a small enough chunks that doing it feels manageable.** Break a large task into several smaller tasks or look at only one question at a time.
- Try installing the following extension on your chromebook to help you stay focused while on your device. (All of them can be found in the Chrome Webstore):

[Forest](#)



[Productivity Owl](#)



[Stay Focused](#)





TIP #5 Identify your barriers to getting work started or done

If you are having a hard time getting work started, ask yourself the following questions:

- What aspects of getting started are tough? Size of the project, subject matter, poor understanding of the material?
- Then determine the length of doable work periods before needing a break — and how long that break should be.
- Review the order used to approach work. Do you like to do something easy first and feel a sense of accomplishment? Or do you prefer to tackle something hard and get it out of the way? Then, with all of this information, strategize a new approach to homework.
- Survey your work area - is it in a space that promotes focus? Do you have all the materials you will need close by to be successful?

TIP #6 Use helpful tools

- Use apps such as Google Read and Write to help you do speech to text or text to speech. Particularly if you were used to using a scribe this tool will be VERY helpful for you. [How to use Google Read and Write](#) 
- Use Graphic organizers [Graphic Organizers](#)
- Use a fidget or sensory item
- Listen to music or background noise that DOES NOT have lyrics to it. Try [Noisli.com](#) to create your own background soundtrack 
- Connect with your friend(s) or class members for clarification by using Google Hangout. (Which is located on your chromebook in your Google Suite of tools)
- Ask your teacher for other more subject specific tools, sites or feedback that might support your learning.

TIP #7 Set Goals

- Consider what you want to accomplish...today, this hour, this lesson, this week?
- Set [SMART](#) goals
- The first thing you need to do when you set goals is to write them down. Physically writing goals is a simple and effective process for goal planning, yet most people don't even think to set goals on paper and instead keep them in their heads. Statistics show that people who write down their goals have an [80% higher chance of achieving them](#) than those who don't.
- Try this [printable SMART goals worksheet](#)