

# PUKSTA SCHOLARS PROGRAM

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## Attention Management Tool

### Time Period

How much time are you setting aside for this activity?  
(e.g., 3 hours on Thursday morning)

### Focus

What will make this time period a success?  
What is the most important outcome of this time?  
(e.g., research Puksta issue in community)

### Action Steps

Break down your goal into manageable chunks.  
What are three tangible things that will bring you closer to your goal?  
(e.g., develop list of community orgs, research news articles)

### Preempting Distractions

What potential distractions may arise during this time?  
How can these distractions be minimized?  
(e.g., responding to texts or checking social media after this time period, leaving your phone across the room)

### Refocus

Check in every 30 minutes. Are you making progress on your Action Steps? What needs to change to stay focused on your Action Steps?

### Reflect

Was this time a success?  
(e.g., what helped you stay focused? What do you need to adjust for next time? What Action Steps remain?)

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