Finding Focus in a Dizzying Day

Jane Currie, Reference Librarian
What aspects of your goals, priorities, and time management are proving difficult right now?
What resolutions are you committed to?
What are your goals for the semester?
Keep a list of resolutions and goals close at hand. Refer to it at any moment you feel overwhelmed.
prioritize

Monitor the urgent **and** the important
Perform a weekly review
Identify everything that needs attention
Note deadlines and prioritize accordingly
Keep this list visible, too
What are the contributing factors to a loss of focus?
strategies

Margin
Rest
Nutrition
action

What one idea will you implement from this reflection today?