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.