

## KEEPING AT IT



### THE PERSISTENCE HABIT

- **Measure yourself.** Pick a task like a major homework assignment. Figure out how long you can work effectively. Measure how long it takes before you slow down or give up.
- **Do an extra 20 percent.** When you feel like quitting, go an extra 20 percent. If you've been working hard for an hour and want to stop, try another 15 minutes before taking a break.
- **Run a burnout day.** Try working longer for one day, following it with a shorter day. By stretching your focus for longer periods once in a while, you can boost your persistence for normal days.

### FORMING THE FOCUS HABIT

- **Timebox.** Give yourself 60 minutes to work on a particular task, without resting or engaging in any distractions.
- **Accelerate.** It can take anywhere from 10 to 30 minutes to build up a concentrated focus. Give yourself time to accelerate into a focused state.
- **Cut distractions.** Practice the habit of turning off all outside noise: phones, television, chatting with family or friends.

### FORMING THE 'DO IT NOW' HABIT

- **Do it now for 30 days.** For the next 30 days, define periods of your day you want to devote to work or personal projects. During those times, remind yourself to "do it now" whenever you feel the urge to procrastinate.

Source: [www.lifehack.org](http://www.lifehack.org)

Drawings: (L & R) [the-art-of-rgoto.blogspot.com](http://the-art-of-rgoto.blogspot.com); (C) Trevor Trav at [www.deviantart.com](http://www.deviantart.com)