

## Preparing for Successful Studying and Professional Career

### WORKSHOP C: “Dealing with Distractions” (Guide)

A lot of work we never get done because we have never really started to work on it. – Postponing relevant work, not meeting deadlines and by that even risking your future is called ‘procrastination’.

Many people have experienced this or other kinds of problems keeping them from fulfilling their dreams, duties and tasks. We all know the ‘distractions’ that keep us from doing our homework timely, swiftly or at all, because of too many minor interruptions of the work process.

Many of these aspects are already well documented and there are possible ways to deal with them. But a lot of students do not find the time and strength to read about it so they have no chance to improve their situation.

Every learner is different, but luckily are a few things which are true for everyone, and other things just need to be tried individually, but you need to know what they are, so you can try it yourself to become a better learner.

But how? – Reading a lot in books and online for advice if you do not expect any solution there is rarely happening. Many people are ashamed and do not seek help. – Therefore we need to get the information to everybody so they get to know where there is help.

We can provide help if we develop a ‘guide’ which can easily be used by learners of all ‘learning types’ and ‘ages’ (because Life-long Learning is our shared future), that helps them recognize their problem and gives them suggestions on how to overcome their problem.

#### Assignment/Goal:

Produce a ‘concise pamphlet’ that everyone can easily read and use (or print and fold it to be handed out to interested people) whenever in need of just the right ‘strategy’ or if you want to check whether you have room for improvement.

#### Format:

It has to be a document that can be altered and improved later on (rtf/odp/doc/docx ...) and that can finally be turned into a pdf-file. The amount of information as well as the font and design will dictate what ‘concise pamphlet’ means: a leaflet or a brochure or something in between.

#### Aspects and questions you should definitely consider:

1. Motivation vs. Fear and Nervousness ...
2. Procrastination (definition, problems and strategies to overcome it) ....
3. Learning Objectives (How to deal with tasks that seem too hard ....)
4. Dealing with common distractions (e.g. such as mobile phone and facebook)
5. Common mistakes and present how they can be overcome