

1. Set deadlines.

end each session with an "action item" or "next step"

5. Monitor progress.

helps with self-regulating, keeping goals top of mind use a chart, spreadsheet, or checklist to track your progress if you're consistently not meeting your goals, re-evaluate and set smaller goals for each session

6. Reward yourself.

writing's rewards are very delayed – you have to wait for feedback, for your thesis to receive final approval, for you to graduate reward yourself to sustain motivation whenever you reach a milestone in your project (e.g. finishing a difficult section, handing in a chapter)

e.g. buy yourself a nice coffee, watch an episode of , do laundry

Date	Goal (task, # hours, pages, or words)	Start Time	End Time	Complete? Yes/No