

Student Handout: Setting Up Your Learning Workspace

Setting Up Your Learning Workspace

- Get your space cleaned up and set up - computer, writing utensils, books, folders, etc
- You should have everything you need within an arm's reach.
- Have a dedicated space that you use to complete your work.
- Use a space with a door to block out noise and distractions
- Let others know you are working by posting a 'work schedule' on the door.
- Space should not have a television
- Space should not have furniture that allows napping.

Prepare for the Day

- Get up and get ready in the morning. Getting showered and dressed in normal clothes helps to tell your brain that it's time to get to work.
- Tend to the needs of all people and pets in the home and prepare them, as much as possible, to be self-sufficient and/or occupied during your allotted work time.

Plan the Work

- Create a list of items to accomplish that day.
- Put that list in a clear view.
- The list should include deadlines, the most important thing should go first.
- Chunk assignments. Do them in parts and pieces - AND - set deadlines for those parts and pieces.
- Set a routine. This is not a 'one-day' change. Maybe you work for 2-3 hours in the morning, take a lunch break and then come at it for another 2-3 hours?

Getting the Work Done

- Put your phone in another room, unless you need it to do the work.
- Turn off pop-ups and notifications on your computer, they will interfere with your focus.
- Log out of all social media on the device you are working on.
- Have an accountability buddy from each class. Send each other reminders of work to be done.
- Treat it like a job. Many people work remotely, consider this practice.
- You may work best with a little background noise, that's okay - everyone has different preferences.
- However, if you are paying more attention to your music than your work, shut it off.
- Time Block
 - Decide when to do the work.
 - Set a time to begin and end.
 - Put it on a calendar or set yourself an alarm
 - Stay Healthy & Active
 - Take a morning walk to get your brain engaged.
 - Set an alarm to move every 50 minutes
 - Decide when you are going to eat - otherwise, you'll take 'snack' breaks just to not do your work.

Staying in Contact - Getting Help

- Set up a time to chat on the phone/video-conference with your Professor if you are struggling.
- Contact ITS for technical assistance
- Check-in with classmates and family. We are in this together.

Technologies to help with time on task

- [Pomodone](#): Free Pomodoro timer
- [Insight Timer](#): Free meditation app