

ELEMENTS OF A PRODUCTIVE

study space



MAKE IT YOURS

This is your learning space! Make it a place you want to be. Think about visuals, seating, work space, plants, air quality, etc.

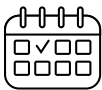


REMOVE DISTRACTIONS

Close extra browser tabs. Silence your phone and place it out of reach. Create signs or cues for others indicating you are working.

MAKE IT FOR STUDY ONLY

Make your space(s) only for class work to create mental cues for studying. Do not use this space for watching videos or playing games.



SET SPECIFIC GOALS

Create shorter sessions to maintain focus. Set specific goals for each session and mix up classes to deepen learning.

INTERNET

Reliable internet is important. Test your WiFi regularly, and use a hardwired connection when possible. Contact the [IT Service Desk](#) for help.

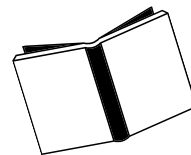


PREPARE YOUR SPACE

Gather everything you'll need to study: books, technology, chargers, notes, paper, writing utensils, water, snacks, etc.

SET A SCHEDULE

Keep track of live and self-paced class activities. Make time for reading, assignments, and studying. Schedule blocks to stay on track.



Keep in mind:

- Create a routine or sequence of actions to prepare for studying; dress like you are attending your class in-person.
- Make a space that works for you. Evaluate it regularly.
- Minimize distractions for maximum concentration and focus.