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CREATE A WORK ENVIRONMENT THAT HAS AS LITTLE DISTRACTION AS POSSIBLE - THIS WILL LOOK DIFFERENT FOR DIFFERENT PEOPLE



Limited distraction is not necessarily about how clear your work-space is - it is about knowing what things YOU find distracting when you are learning or learning about different things.

Moving around is okay but be intentional – why are you moving? Do you read better in one place, but study better in another?

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TAKE THE TIME TO TALK TO THE PEOPLE YOU LIVE WITH HONESTLY ABOUT WHAT YOU NEED, AND DISCUSS WITH THEM HOW YOU CAN STRIKE A BALANCE TO MAKE SURE EVERYONE HAS THE UNINTERRUPTED WORK TIME THEY NEED



Be realistic and flexible. You may need to change your personal schedule (get up earlier, go to sleep later) to have the needed time.

Does anyone else in your home need to study? **Help one another!** Schedule a structured study hall time. Go Team!

This takes practice and flexibility. Give it time for everyone to get used to new schedules and routines.

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COMMUNICATE!

Talk to other students and your professors.

- It is more challenging to do so in an on-line environment, but it can be key to navigating learning in an on-line environment. Clear and consistent communication combined with effective time management are a recipe for success.

Reach out to peers when you are unsure of time expectations or if you have spent a surprising amount of time on something that you were not expecting to take that long. Your professor will also be more than happy to talk with you if you are unsure of your progress. Take advantage of office hours as well as optional “check ins” and, of course, email!

Contact your professors with questions, but also with ideas and thoughts. Your professors are your biggest resource as to expectations of content and time!

- Talk to them! Plus, they miss hearing your ideas! Everything in their email box is about questions, concerns, and survival. They miss you!



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IDENTIFY YOUR TIME-WASTING HABITS AND PRODUCE WAYS TO ADDRESS THEM **BEFORE** THEY BECOME A PROBLEM



Clear your cache so your browser cannot just fill in the blanks to take you to your favorite non-school related website.

Ask someone to **change your Netflix password** and hold it hostage until you have met a pre-set goal.

Pull up all the websites you will need for any given task before you begin and then **turn off your Wi-Fi**, or better yet, turn off your router until you are done.

Turn off your notifications on your computer so you are not interrupted.

Put your phone on silent, out of reach, and upside down so you are not tempted to use it.