Creating a Productive Workspace

Define Your Area

Try to find an area at home that you can devote to your studies and to your studies alone. Make the most of the space you have.
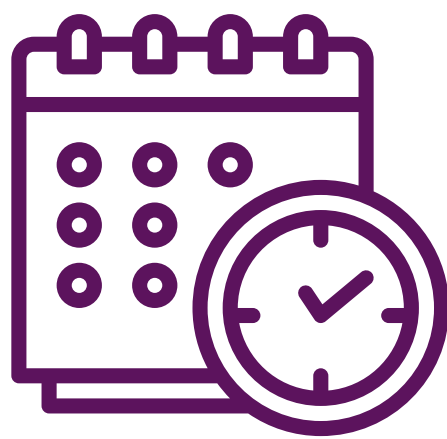
Be Prepared

Have all of your materials (books, paper, pens, stickies, computer, chargers, etc.) ready to go. Don't forget snacks and water!

Remove Distractions

Turn off apps, tell family members or roommates that it's "school time," and do other things that you think will help you focus on your studies.

Self-Management

Whether your classes are being taught fully online or remotely, it will be important for you to create a schedule for yourself. This should include 2-3 hours per week for each credit you're taking dedicated to studying *outside* of the time you spend in the classroom environment.

It will also be important to schedule time for self-care activities.

SMART Goals

These are goals that are *specific*, *measurable*, *attainable*, *realistic*, and *timely*.

Create SMART goals for yourself each term, for every class you take. For each big-picture, *outcome* goal you need to identify several smaller, *process* goals that will help you get there.

Study Smarter, Not Harder

As you embark on your study sessions, here is a quick snapshot of how each hour could look for you while you follow the *Self-Regulation Study Cycle:*

Set a Goal	Study with Focus	Reward Yourself	Review
1-2 minutes	30-50 minutes	10-15 minutes	5 minutes
Decide what you want to accomplish during this study session.	Interact with the material in active ways.	Give yourself some time to relax after studying with focus.	Move on from what you just studied and return to your original goal.