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** 1-2 minutes
  Decide what you want to accomplish during this study session.

- **Study with Focus** 30-50 minutes
  Interact with the material in active ways.

- **Reward Yourself** 10-15 minutes
  Give yourself some time to relax after studying with focus.

- **Review** 5 minutes
  Move on from what you just studied and return to your original goal.