7 STEPS FOR CREATING A PRODUCTIVE WORKSPACE

**Define Your Area:** Try to find an area at home that you can devote to just using for your studies. Make the most of the space you have.

**Internet Access:** While PSU is 100% remote this term, it is important to have access to the internet if possible. Here is a list of internet resources.

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

**Remove Distractions:** Turn off apps, tell family members when it is school time, or other actions that will help you focus on your studies.

**Self-Management:** Whether your classes are being taught fully online, or remote, it will be important for you to create a schedule for yourself. This schedule should include 2-3 hours per week per credit for studying outside of the time you spend “in” the classroom environment. Additionally, it will be important to schedule time for self-care activities such as exercise and other things that help you take care of yourself during this time. Check out this great resource!
**SMART Goals:** Create SMART goals for yourself for the term. This is best done for each class. Remember, for every outcome goal (think, big picture) you need to identify several process goals that will help you get there. Click here to create your SMART goals.

**Study Smarter, Not Harder:** As you embark on your study sessions, here is a quick snapshot of how each hour could look for you utilizing the Self-Regulation Study Cycle:

- **Set a Goal**
  - 1-2 mins
  - Decide what you want to accomplish in this study session

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

- **Reward Yourself**
  - 10-15 mins
  - Take a break!

- **Review**
  - 5 mins
  - Go over what you just studied and return to your goal

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