

# Creating a Productive Workspace

Page 1 offers some helpful suggestions to help you maximize the degree of productivity in your current workspace. Page 2 offers some common apps used for timers, reminders, and self-control, as well as tips to keep in mind when learning and working online.

## Create Your Study Zone

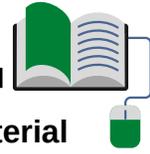
Designate a specific space for studying to get you in the zone.

Consider lighting, seating, outside sounds, pets, household members' schedules, your phone, social media, and other potential distractions. Use headphones and a mic to keep you focused.



## Gather All Your Material

Prioritize assignments with a "to-do list" and include deadlines. Check off assignments as you complete them to feel good about your accomplishments. Have your course notes nearby and Canvas page(s) open. Check the speed of your connection using [Speedtest](#). Make sure your camera, microphone, and headphones are working properly.



## Set Specific Goals

Identify and define 1-2 priorities for each session. Study in short spurts (an hour or less) and take breaks, rather than studying straight through for several hours. Studying in shorter chunks that spread your work out over time can assist in maintaining focus.



## Stay Connected

Check out the Center for Teaching & Learning's [Keep Learning page](#) for online learning and technology needs.

## Take Ownership

Similar to a classroom, this is the environment where learning will occur. Take ownership of your learning, by customizing a specific space to get you in the studying zone.



## Minimize Distractions

Limit the usage of multiple devices. Put yourself and unused devices in do not disturb mode. If your cell phone is not being used, turn it off (or on silent) and put it away. Close unnecessary browser windows and phone applications. Remove additional stimulants that are not related to the work you are doing.



## Make a schedule

Take breaks by getting away from a screen, move around, and get outside if you can. Create a study plan for your classes that can help you identify activities to work on. Find time blocks that can be used specifically for studying, while also noting your non-academic obligations.

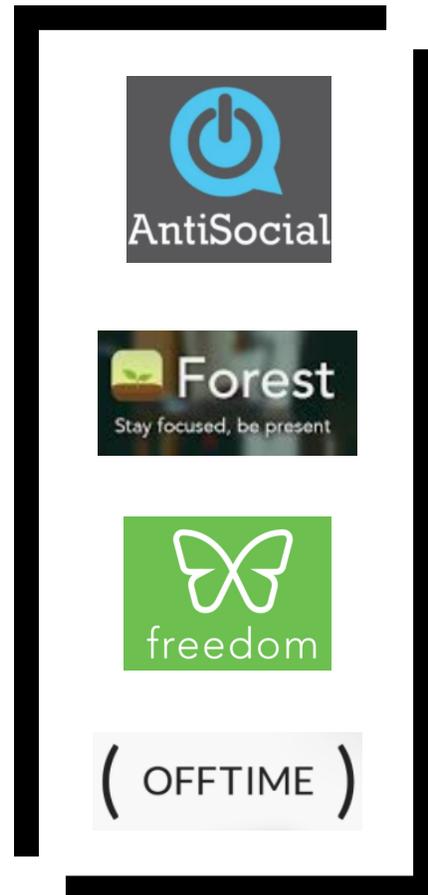


# Useful Apps to Assist with Workspace Productivity

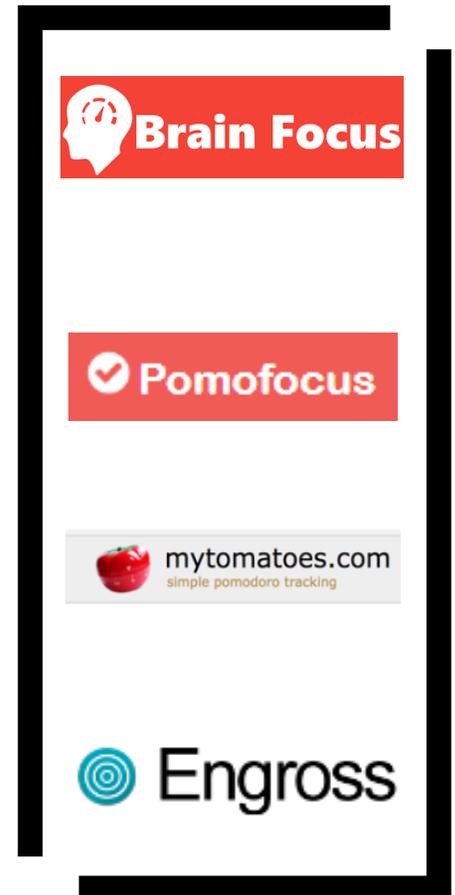
## Reminder Apps



## Self-Control Apps



## Timer Apps



## Things to consider:

Your designated study space may also be where you attend course Zoom sessions or office hours. When thinking of online learning, here are some things to keep in mind:

- Visual and physical indicators can help you develop a routine and stay organized. This can include creating a sequence of actions or patterns that are repeatable (getting dressed for the day, walking to your workspace, making signs, planning/preparing meals, making a daily plan, etc.)
- Productive working spaces are not “one size fits all”. We all work best in different remote spaces or learning environments. Tailor your workspace to your own needs and make sure it works best for you.
- If your space is not working for you, it's time to evaluate why. Assess the physical space and learning environment to identify the issues. From there, make the necessary changes needed to create an environment where you can learn effectively.

