

OPTIMIZE YOUR AT-HOME LEARNING

As we prepare for in-home learning, we must learn to transform our homes into workspaces – physically and emotionally. We need to form new relationships with rooms and doors, siblings and parents, to allow for new cognitive processes and productivity in an unfamiliar world. This checklist will guide you toward efficiency and effectiveness, and allow you to troubleshoot and adjust when preparing for remote learning.

GETTING STARTED:

- ✓ **Set up your learning space.** Choose a workstation that is only for work and designate a place for each of your materials.
- ✓ **Create your schedule.** Choose a scheduling format that works best for you. Break down your day by assigning tasks to time frames. Use your plan as a guide and update it regularly as you work through your day.
- ✓ **Set your timer.** Have a clock or timer handy to stay on track.

STAYING FOCUSED:

- ✓ **Anticipate your needs.** Have water and a snack on hand.
- ✓ **Minimize household distractions.** Use noise canceling headphones or a white noise machine. Advise other members of your household of your work plan for the day to avoid disruptions. Remove unnecessary objects from your workspace. Draw the shades to discourage visual distraction.
- ✓ **Minimize tech distractions.** Remove all unnecessary devices from your workspace, other than those you need for learning. If you use a laptop for school, close tabs and clear your home screen so you're not tempted to browse. Try storing your phone in a lockbox and using a website blocker app to help you.

GETTING WORK DONE:

- ✓ **Take breaks.** Use your timer to work in short, intentional bursts with scheduled rest periods. Regular brain breaks will help keep you focused and engaged. Pay attention to when you fade and prevent a loss of efficiency by planning your breaks for the moments before you lose focus.
- ✓ **Set SMART goals.** Give yourself daily objectives that are **S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime-Bound. **SMART** goals keep you accountable and on track.

TAKING CARE OF YOURSELF:

- ✓ **Prioritize self-care.** When you need a break, get up, move around, exercise, meditate, or socialize (from a safe social distance)!
- ✓ **Use the PACE system.** This can help you make sure you're taking care of all your needs each day: **P**hysical, **A**chievement, **C**onnection and **E**njoyment. All these areas are important so be sure to make time for fun.
- ✓ **Forgive yourself.** Shame or guilt will dampen motivation. If you get off track, acknowledge it, forgive yourself, and make a concerted effort to get back on track.