

# FOCUS TIPS FOR eLEARNING



## SCHEDULE YOUR DAY

Work on the classes you have each day for 30 minutes at a time. If you have A/B classes, work on each every other day following the schedule you would follow at school. You might try working on your more difficult subjects first.

## SET UP A WORK SPACE

Your work space should be away from distractions and not where you hang out or relax. A desk or kitchen table are good options. Have everything you need ready to use in your space.



## GET UP AND GET READY

Get up, eat something, and get ready putting on real clothes. Working in your pajamas all day sounds like a good idea, but your productivity will be negatively impacted.



## MINIMIZE DISTRACTIONS

Leave your cell phone in another room and keep the television turned off while you are working. Music may help you study but instrumentals are less distracting. Use classical music or look for a "study" playlist.

## TAKE BREAKS AND MOVE

Take a break every 30–40 minutes. It is also important to remember to get some exercise. Use your breaks to get a snack, go to the restroom, or take a walk.



## BREAK UP ASSIGNMENTS

Break up your assignments into manageable tasks and get to work. Make a list of assignments to be completed each day and get to work. Review the plan at the end of each day.

*If you are struggling to stay caught up, have questions, or feel lost—communicate with your teacher!*

BE KIND TO YOURSELF!  
We are all in this together.....