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| **Consistent Workspace**   * Identify a consistent space at home to work * Keeping your workspace organized and decluttered will support productivity * Remove distractions to stay focused | **Lighting**   * Figure out what lighting works best for your space * Ample lighting can help reduce eye fatigue and headaches | **Catch Questions**   * Capture questions that emerge in the middle of synchronous or asynchronous learning in one place * List on piece of paper, capture on a whiteboard, or use sticky notes to collect and return to these questions |
| **Supplies in Place**   * Collect the materials you’ll need for the day, including chargers for devices * Organize non-digital materials by class into bins, folders, or containers * Consider keeping a book on hand |  | **Inspiration + Motivation**   * Decorate the area around your workspace with inspiration and motivation * Positioning next to a window or using art/posters can personalize your area and make it more exciting to work at |
| **Keep Time**   * Using a watch or clock can help to chunk the day into periods and support independent time management * Timers can help with work sprints and staying on task | **Track Purposefully**   * Consider the scale of what you want to keep track of: from small habit trackers to large learning goals * Creating a data wall at home can help connect lessons from day to day and make classes feel more sequential | **Schedule**   * Building a daily + weekly schedule can ease navigating the digital day * Capturing assignments and to-do’s in a planner can help task management * Keep a calendar to help manage your zoom schedule each day. |

Physical Space for Students

(Suggestions)