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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
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| **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
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| **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.
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Physical Space for Students

(Suggestions)