

# THE ESSENTIAL STUDY WORKSPACE CHECKLIST

Setting up a cozy and efficient study area is important to encourage and enable you to concentrate, plan, and write up your assignments!



## DETERMINE IF THE SET-UP SUITS YOUR WAY OF WORKING

- Set up a work area in your accommodation - not your bed!
- Is your desk chair comfortable and the right height ergonomically?
- Is there good natural light or a plug socket nearby for a desk lamp?
- Do you have high-speed reliable Wi-Fi?
- Are your housemates noisy or can you cope with background noise?
- Do you have room for a printer & storage space for files & books?



## WORKSPACE ESSENTIALS

- Good quality laptop/computer (monitor, keyboard & mouse optional)
- Plug adapter and/or a multi-plug unit, to plug in several electronics
- Printer & printer paper
- Multi USB unit; external portable hard drive
- Desk lamp (with integrated phone charger and/or USB sockets)
- Folders or files to organize your papers and printouts
- Stationery including highlighters, post-its,
- Essay Planner and Tutor Log (check the resources on our website)
- Notepad to jot down 'brain dumps', ideas, and your to do list.
- Blu-tack or pin board & pins

Try the Pomodoro method if you struggle to focus for extended periods

Save your work on GoogleDrive or OneDrive to have a backup and work anywhere

Set yourself goals: "By Friday, I will have drafted my essay plan". And do it!

Structure your study time. Plan a time period and stick to it

Take regular breaks to stretch your legs & drink water to hydrate your brain

Tell friends when you're working and when you're done. If interrupted, tell them you'll call back later