

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! Make it work for you.

Determine if the set-up suits your way of working

- ➔ *Set aside a work area in your accommodation, not your bed!*
- ➔ *Is your desk chair comfortable and the right height ergonomically?*
- ➔ *Is there natural light or a plug socket for a desk lamp?*
- ➔ *Is the Wi-Fi reliable and high speed?*
- ➔ *Are your house-mates noisy or can you cope with background noise?*
- ➔ *Do you have room for a printer and storage space for files and papers?*

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 (recommended for backup)
- Desk lamp (with integrated phone charger and/or USB sockets)
- Folders or files to organize your papers and printouts
- Stationery, highlighters, post-its, Blu-tac or pinboard
- Essay Planner and Tutor Log (check the resources on our website)
- Notepad to jot down 'brain dumps', ideas, and your to do list.

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