

ONLINE LEARNING: WORKSPACE SET-UP TIPS

86% of people prefer to work alone, and for good reason! You can be more productive when your workspace is set up for success.



INVEST IN ERGONOMICS

Your body will thank you when you invest in a quality ergonomic chair, mouse, keyboard, or even consider going for a standing desk!



STAY ORGANIZED

Invest in organizers to keep your desk accessories in check, and a wall calendar and/or planner to keep your class schedules and assignments organized.



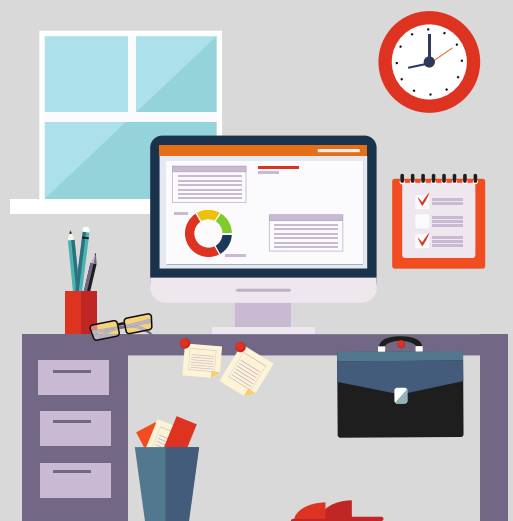
CHOOSE THE RIGHT LOCATION

Choose a quiet and comfortable environment with plenty of natural light.



KEEP YOUR MATERIALS CLOSE BY

Make sure your workspace is large enough to accommodate a computer, study materials, a good power cord that offers surge protection, headphones for video meetings, and power outlets nearby.



DEFINE YOUR POTENTIAL STRUGGLES BEFORE YOU START

Set yourself up for success! What has worked for you in the past? Know yourself and your habits, so you can anticipate possible roadblocks before they happen.