



Study Space Checklist	Yes	No
✓ There is good lighting in my space? ~Lamps, natural light, windows, etc.		
✓ I have a chair that is supportive, but not too relaxed.		
✓ I have a desk area to study at.		
✓ I have a computer that helps me access the programs I need to be an engaged student. ~Internet, Canvas, Microsoft Office, Google Drive, etc.		
✓ I have basic supplies to help me study. ~ paper, pens, pencils, notebooks, a calculator, post it notes, etc.		
✓ My supplies are organized to help me find things quickly and efficiently.		
✓ My study space is inviting. I have things that make me happy in here.		
✓ I have committed to NOT study on my bed.		

If you have marked “no” to any of these, that is a good place to start making a positive change. What is one thing you want to focus on to be “Space Ready”?

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Lower Distractions Checklist	Yes	No
✓ My phone is on silent or in another room to reduce notifications.		
✓ My space is organized, so I don’t decide to clean it while studying.		
✓ My computer tabs are clear and only showing things I’m focusing on.		
✓ I have a clock or stopwatch to keep note of the time.		
✓ I have access to things that will help me stay focused. ~light snacks, water, basic study supplies, headphones, etc.		
✓ I know the best time of day for me to focus and study. I study during that time.		
✓ Have I figured out how I like my background sounds while I am trying to concentrate?		
✓ I have committed to ONLY study in this space. I won’t pollute it with social media, Netflix, or anything that is not studying.		

If you have marked “no” to any of these, that is a good place to start making a positive change. What is one thing you want to focus on to “Lower Distractions”?

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