Manage Your Study Space

Every student needs a place to settle down, spread books around, and get down to work with a minimal number of distractions. The kindest thing you can do for yourself is to set up one place that you can always use for studying.

Ideally, this study space should be just yours, a place where you can leave your computer, your books and other materials even when you are not there. Walk around your home at its busiest hour. Find the place that is the quietest. Your study space should be a place where you'll be as free as possible from distractions. Whatever place you choose, be sure it is large enough that you won't feel cramped.

You will need a desk and a chair that supports your back. Sitting down to study will be easier if you have good lighting. Make sure your computer, books, papers and library materials are within easy reach. Put away everything that might take your mind off your work.

Study Space Rules

Once you've created your study space, set a few ground rules for yourself and for anyone you live with. Rules can also help keep distractions away and keep you focused. Here are some "rules" that students have found useful:

▪ The phone is turned off while I'm working

▪ When I put a sign on the door, family member know that I'm studying and do not disturb me.

▪ I take five-minute breaks after about 45 minutes of studying.

▪ I don't check my e-mail while I'm working.

Study space rules are very personal and are meant to help you work in the way that is best for you. When you decide on rules that will help you study, talk to the people you live with and explain what you need them to do to help out.