



STUDY OR WORK FROM HOME GUIDE

When we study or work from home we are more open to distraction.

This guide aims to cover mindsets & approaches allowing us to buckle down when we need to.

Time Facts:



168
TOTAL
Hours
in a week

56
TOTAL
Hours Sleeping
per week
(assuming
8 hours per night)

112
TOTAL
Useable Hours
per week

16
Hours
per day

- Family
- Work
- Study
- Leisure

Consider:

- How many hours do you have or could you potentially have?
- Define your study time and where it falls in the week
- Identify where clashes occur or where you might have to schedule, re-schedule or cut back on other things
- What are the outcomes you want to achieve in your planned time?

Scheduling:

- You can divide your time into:
- Hourly slots (8am, 9am, 10am, etc) for appts / meetings
 - Part-daily segments (AM/PM/EVENING) for your key productivity times
 - Outcomes you want to achieve (To-Do list)

Develop & appreciate the following habits:



Positive Mindset

Take Responsibility for yourself & your actions:

Recognise that in order to succeed you need to make decisions about your priorities, your time and your resources

Centre yourself around your values & principles:

Don't let friends or acquaintances dictate what you consider important

Discover your key productivity periods & places:

Morning, Afternoon, and Evening.
Find the time where you can be most focused and productive.
Make these the priority for your most challenging activities.

There is always a solution to a problem:

If you don't understand something, don't just keep re-working it. Leave it for a while and then return to it. Consult with a tutor/study buddy/colleague/knowledge expert

Productive Actions



"Here I Work":

Create a dedicated space, chair, table, lighting & environment.
Be "in the zone".
Shut the door or put up a sign saying "Do Not Disturb" if you have to.
Avoid your mobile.

Incentives:

Create an incentive for successfully completing a piece of work; call someone, allow yourself time-out, socialise, exercise.

Take regular breaks that fit your optimal working style:

Do something different from what you have been doing (see incentives)
EG: study/work for-40 mins then take a 10 min break. When you return from your break take 10mins to recap

Focus:

Before you begin your work, take a few minutes to summarise some objectives, gather what you will need and think of a strategy of accomplishment.

Variety:

Change topics every hour or two. Switch the pace between reflection & action. Alternate periods of reading/writing.

Review:

Towards the end of your schedule allow time to go back over your action list. Recognise how much you have achieved. Plan forward if need be.

Many things aren't equal but everyone gets the same 24 hours a day, 7 days a week.
We make time for what we truly want.