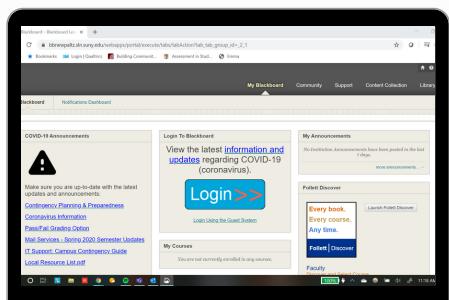
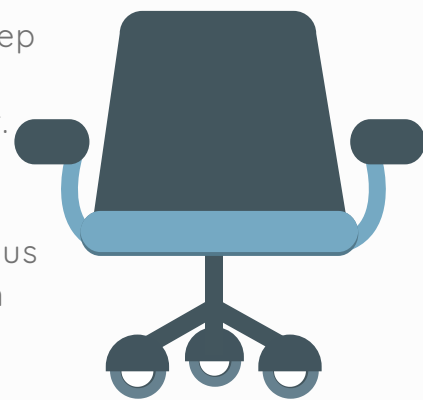


VIRTUAL WORK STATION STRATEGIES

SET UP YOUR WORK STATION

- If available, use arm rests to reduce tension in your shoulders and keep your wrists parallel to the floor.
- If possible, select a chair that allows your feet to rest flat on the floor.
- Keep space under your desk so your legs have room.
- If needed, use a footrest to stabilize your feet.
- While beds or couches may seem comfortable, you will be able to focus better in a more ergonomic position. It can also decrease stress when you are not in "study mode" and you want to relax on your bed or couch.



- The top of your computer screen should be at or just below eye level.
- The computer should be arm's length away.
- Try to identify a desk or table space where you can maintain these conditions.

PROTECT YOUR EYES

- Try to use natural light and, if possible, avoid fluorescent lighting.
- Try to position your screen away from other lights; avoid putting it in front of a window.
- Leave time between screens and when you go to bed. This will also help with sleep!
- Eye Exercises:
 - Blink more often.
 - Take time every 20 minutes to look at something far away for at least 20 seconds.
- Computer Adjustments:
 - Change the color temperature of your display to reduce eye strain.
 - If your screen looks like a light source, it is too bright.
 - If your screen looks dull, it may be too dark.
 - It is easiest to read with a text contrast between black print on a white background.

BE ACTIVE

- Take at least 5 minutes every hour to move and stretch.
- Develop a cycle for each hour or half hour where you spend time sitting, time standing, and time moving about.

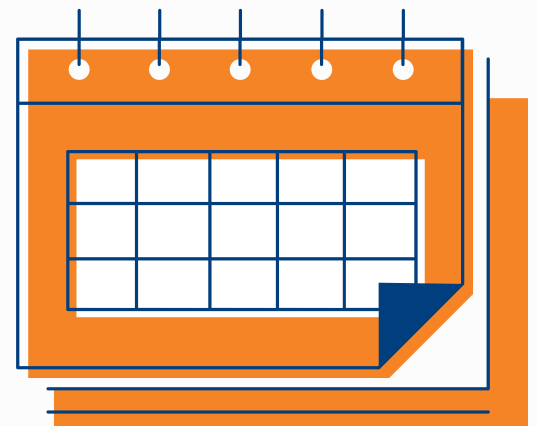


CREATING A PRODUCTIVE STUDY SPACE



- Choose one space to study so your brain learns that it is the place to focus. If you cannot have a space solely for studying, prepare the space mentally to increase your focus. For example, consider your posture, shut down apps and notifications, consider putting on headphones.
- Set goals for yourself. You will want to spread your work out over the given time and utilize shorter sessions so you can maintain focus. Pick one or two goals for each session. Over time, develop a study cycle for which days and times you will study for which classes.

- Create a schedule that balances work that can be done independently, courses that require live class sessions, and other tasks, like managing your email. Remember to include breaks and time for self-care in your schedule.
- Gather everything you need in your space to study. Consider: notebooks, pens, highlighters, chargers, books, technology, water, snacks. By gathering what you need, you won't need to interrupt your focus to get something when it comes up.



- Remove distractions by closing unnecessary browser tabs, turning off notifications, silencing your cell phone (and putting it out of reach). Let other people in your house know when you need time to focus.