HOW TO BE PRODUCTIVE AT HOME

How to have a productive day when you're suddenly an online student

HAVE A CONSISTENT SCHEDULE
Sticking to the same routine every day will teach your body when it’s time to work, and when it’s time to rest. It also helps to have a consistent morning routine before you start work.

HAVE A DEDICATED WORK SPACE
If it’s possible, try to separate where you do work, and where you relax and socialize. Take breaks and watch Netflix somewhere else.

START EACH DAY WITH A TO-DO LIST
Having a to-do list lets yourself set reasonable expectations for what work you want to get done each day. Bonus tip: give yourself a reward, like a walk around the house or a piece of candy, when you check something off!

TAKE CLEAR BREAKS
Staying at home can lead to hours of endless procrastination, especially online. Set times that you should be focused on working and set times for rest.

STOP MULTI-TASKING
It may feel like you’re getting more work done, but research shows that it takes 15 minutes to get acclimated to a task. Stick to one thing, and work on getting it done as efficiently as possible.