

HOW TO OVERCOME DIGITAL DISTRACTIONS



Turn off your phone

Mute all notifications and put your phone out of reach.



Control what you see

Mute computer notifications and put your workspace in full screen mode.



Plan your time

Set 25 minute timers for working and then stop for a 5 minute break. The timers help keep you on track.



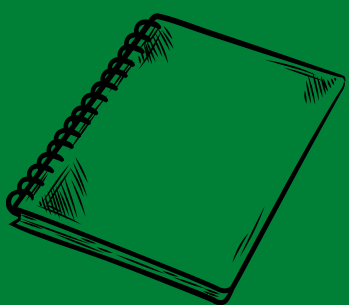
Make a schedule

Know which assignments are due each week and create a study schedule for the week around those assignments.



Track your progress

Cross items off of your to do list and pause to see the progress you are making. Celebrate small victories.



Go the paper route

When possible, don't use your devices. Take textbook notes in a notebook to give yourself a break from the computer



Set boundaries

Separate work from fun. Move locations or set time limits for each. Try to keep online work from bleeding in to all aspects of life.