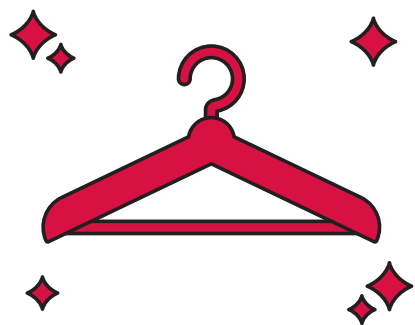# CREATING WORK/LIFE BOUNDARIES

tips for remote learners

1 GET READY EVERY DAY

Even though you may not be going to a classroom, you should get ready in the morning as if you were - stay away from sweatpants! This will help put you in the right mindset for productivity.

2 EAT MEALS AWAY

Step away from your work area and screen (this includes your phone!!) for you meals. If possible, eat in a different room so you get that separation from your workspace and your leisure space.

3 KNOW YOUR LIMITS

Be self aware - if you have to 'push' or 'force' yourself to keep working on something, that means it is time for a break. Step away from the computer - take a walk outside, turn on some music and dance, stretch or do yoga.
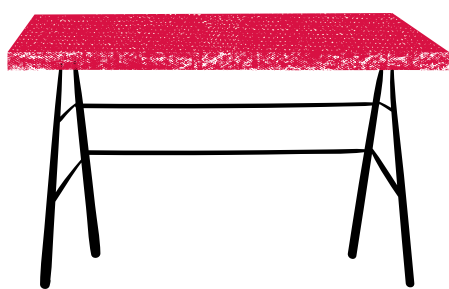
### 4 HAVE A DESIGNATED WORK SPACE

As cozy as your bed may be, do not work in it - this will have a negative impact on your ability to fall asleep because your brain will begin to subconsciously associate your bed with work. Instead, make yourself a space that is solely meant for working.

5 HAVE STRICT CUT OFFS

Practice self discipline! Choose a time to begin and end your days in terms of school work and stick to it. Staying up late to cram for an exam or finish a paper will not lead to your best work. Instead, manage your time and make your days more productive.
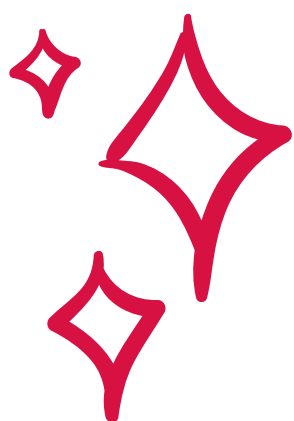
6 STAY TIDY

At the end of your day, tidy up your workspace. Declutter your desk, save any documents and close out of your browser. This will help you 'reset' for a new day and you will be less likely to get sucked back into doing work.