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 your 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.