Use the prompts and examples below to help you think about how to improve your own study practices and environment. For each element, ask yourself:
Am I happy with my current setup? What would I like to change? What action can I take?
Keep a note of plans and outcomes - did they work? If not, what else could you try?

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| Issue | Actions | Notes |
| **Environment** *e.g. My workspace is too small & cluttered* | *Organise my papers into different files for each module and use a pinboard to display timetables*  |  |
| *e.g. I share my workspace with family members/flatmates* | *Agree a timetable to show when each of us has priority. Find an alternative space to use for any tasks that don’t absolutely require me to be at my desk. Are there some things that you can do outdoors?*  |  |
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| **Internet access & equipment**  |  |  |
| **Time management** |  |  |
| *e.g. Now that I'm not in college every day I'm finding it hard to keep track of where and when to log in for different online classes* | *Draw up weekly and semester timetables to show all your deadlines, asynchronous My Studies tasks for each week and online Teams (and any f2f) sessions. Display on your wall and/or use calendar app on your phone to set alerts* |  |
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| Other |  |  |
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