1. Separate your work from your free time

    a. Decide beforehand when you are going to work and when you are going to be free. Don't work all day. Instead, work effectively during certain parts of the day which you have already decided on.

    b. Get ready for your day as if you were going to the library or to a lecture. Have breakfast, get dressed in the clothes you would wear to school. Perhaps go for a walk or a bike ride as if you were actually going to school.

    c. Clear away all things related to your work at the end of the working day – don't let everything get muddled up just because you don't physically move between different places.
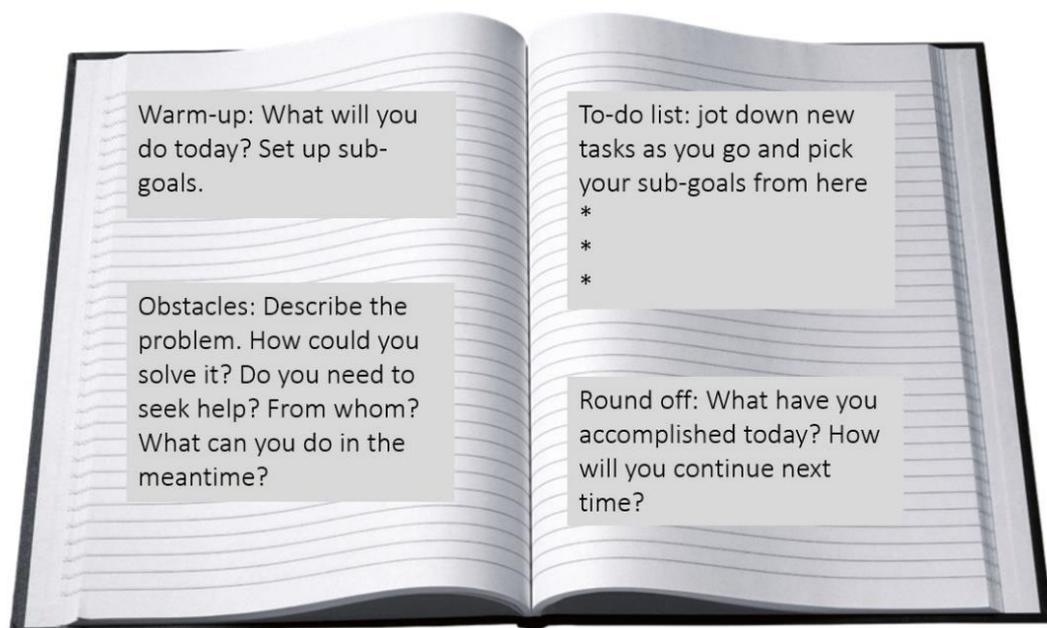

WEEKLY GOAL:							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8-9							
9-10							
10-11							
11-12							
12-13	Lunch	Lunch	Lunch	Lunch	Lunch		
13-14							
14-15							
15-16							
16-17							
17-18							
18-19							
19-20							
DAILY GOAL:							

Step one: decide when to work and when to be free.

2. Create routines to stay focused

    a. Make a weekly schedule and a to-do list for each day. Break down your tasks into smaller goals so that you can check things off your list regularly. Every time you reach a goal, your brain gets positive feedback which propels you forward to the next task on the list. To make it easier to get started, make sure your first goal is always small and simple.

    b. Remember to do one thing at a time – don't try to multitask.

    c. Clear away all distractions. Put away your phone. If you live with other people, divide your space so that you get your own work place. Decide beforehand when you will take a break and when you will avoid disturbing each other.

    d. Use tools to avoid distractions. For example, use a website blocker (there are many, e.g. freedom.to, selfcontrolapp.com or getcoldturkey.com) and a time tracker (there are many, e.g. focusbooster.com or forestapp.cc).

    e. Collect all these lists and notes in a study journal where you can keep track of your knowledge development. The study journal sets the boundaries of your working day and helps you structure your time as well as the content of your studies. It lets you keep everything in the same place.

Warm-up: What will you do today? Set up sub-goals.

To-do list: jot down new tasks as you go and pick your sub-goals from here
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Obstacles: Describe the problem. How could you solve it? Do you need to seek help? From whom? What can you do in the meantime?

Round off: What have you accomplished today? How will you continue next time?

3. Create a working day with other people

   a. Stay in touch with your course mates online – for example through video calls. You need work colleagues even when you are working from home.

   b. Study together without interacting with each other. Turn the webcam on and let your course mates see that you are working.

   c. You can also discuss the content of the lectures and the course literature or give each other feedback on your texts.

Build structured study groups

Use a study group to revise, teach each other, give feedback, formulate study questions …

- Decide on a time in advance.
- Describe your goals for the session.
- Take breaks together.
- Ask each other how it's going.
- Describe your problems.
- Describe what you've learned and how you learned it during the session.