



ARC

ACADEMIC RESOURCE CENTER
at Harvard University

LEARNING ONLINE

setting up your workspace



- Create a dedicated workspace in a quiet place.
- Keep everything you will need nearby (notebooks, pens, water, etc.).
- Communicate to those around you about your noise preferences and your need to focus.
- Sign out of social media on your computer or turn off notifications during work hours.
- Plan breaks away from your workspace.
- Consider varying your location when you change tasks. Being mindful of social distancing, you might work on writing at a public library, p-sets at a coffee shop, and studying for an exam at a desk or table at home.