**Workspace for Online Classes: S.I.L.E.N.T.**

**S**oothing

**I**nstagram-free

**L**earning-central

**E**ase

**N**o distractions

**T**ime management

Soothing: Class can be stressful enough, so it’s important to *try* to make your workspace as stress free as possible. Is there a quiet room where you’re sheltering-in-place? The kitchen can be good for some, but can otherwise be overwhelming for more anxious folks if it’s a hotspot. Is there soothing music you can put on in the background or some aromatherapy around?

Instagram-free: *No social media*. This one is big, especially for online classes. One “just two minutes” instagram scroll can easily turn into a half hour binge. There’s nothing wrong with taking breaks, but try and limit social media interactions.

Learning Central: Plopping yourself down in front of the TV may not be the best place to work on homework. Pick a place, or places, to work where you’re either around minimal people or is geared towards learning. No matter the size of your space, you can even designate certain chairs for different tasks.

Ease: This is similar to picking a soothing environment, but pick a place that you can easily access. This is especially important if you set up your workspace and then the government decides to limit movement even further. One key tip is to make sure you’re near/ have access to wifi.

No distractions: Distractions can come in many forms. Parents, siblings, significant others. Sometimes it’s impossible to distance yourself completely, as in another room, but feel free to announce you’re studying/ working on classwork, and ask that noise be kept quiet or to a minimum. At the very least you can ask them not to directly interrupt you.

Time Management: *This is the most important.* While not a direct workspace setup, managing your time well while working will create a more effective, and less stressful work environment.