

Tips for Working at Home

from Trinity School



- Set your alarm to wake up at the same time every day. Try to stick to a working routine that is different to your weekend one. Eat healthily at a regular time, too.
- Change into clothes, as you would normally. Signal to your brain that you are moving into 'work mode'.
- Find a flat surface in a quiet space where you can sit up to work. Reclining on a sofa or bed sends signals to your brain that it's time to relax or sleep.
- Establish 1-2 windows of work time and stick to that schedule each day: a morning session and an afternoon session, for example. Break up that session into 'lessons' – with a short break in between.
- Minimise distractions during your scheduled work time: no internet, no television, phone turned to silent or in another room, and no music. Even the presence of a phone near you on the desk has been shown to limit exam performance and the amount of time you can concentrate for! Keep electronic devices for a 'break'.
- Establish times for technology use, especially useful for families where more than one learner people needs to share a device.
- Establish a checklist of school subjects: Write out in a planner what you are expected to complete for each subject each day. Use Class Charts to help you manage which subjects are setting which pieces of work on which days.
- Establish windows of time for relaxation and recreation: you could take a walk, ride a bike, or play a game. Remember that quiet private time in your schedule will also do you good.
- Find safe social outlets: Talk to 2-3 friends or family members per day via phone calls. Maybe write someone an actual letter or courteous email! Play a game or complete a puzzle as a family, or invite a friend to play a virtual game.
- Limit your news intake: try to strike a balance between staying informed and not overwhelming yourself.
- Be kind to yourself and think of others as we learn.
- Sit down at the start of the week to discuss the structure of your days/week as a family. Make a calendar or agenda for each person and post it some place where everyone can see it.

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