



TIPS SHEET: CREATING A WORKSPACE

A designated workspace for your student can improve their attention, focus, and productivity. This space does not have to look like the classroom and it does not have to be magazine perfect. Having a personalized space with organized access to needed materials can help your child be successful in their home learning.

COMFORT

- Ask your child for input
- Offer choices: Fill a jar with popsicle sticks labeled with different location options (e.g., find a comfortable spot with a clipboard, work outside) or use the Roundom app to pick a location to work
- Lighting: Natural light? A lamp? A string of twinkle lights? Fun and function!
- Display your child's work

FOCUS

- Consider your child's age and the traffic in the area
- Ensure that the TV and other common distractors are turned off
- Headphones can limit noise and improve focus, particularly if others are working nearby
- Organizational tools (folders, baskets) can help students clearly separate subjects and put work that isn't currently being used out of sight & mind

ACCESS TO MATERIALS

- Think about tech: Is WiFi accessible? Is there an outlet nearby? Are usernames and passwords visible?
- Don't forget basic supplies. These should be easy to access. Remember to have extras on hand.
- Try to have any special or extra materials needed ready for when they are needed.

FLEXIBILITY

- The space you create may need to be adjusted. These are unusual times. We can all only do our best.
- Use an object to signal that a common space is ready for "school" (e.g., a pencil box on the table to indicate that it is set up for school).

