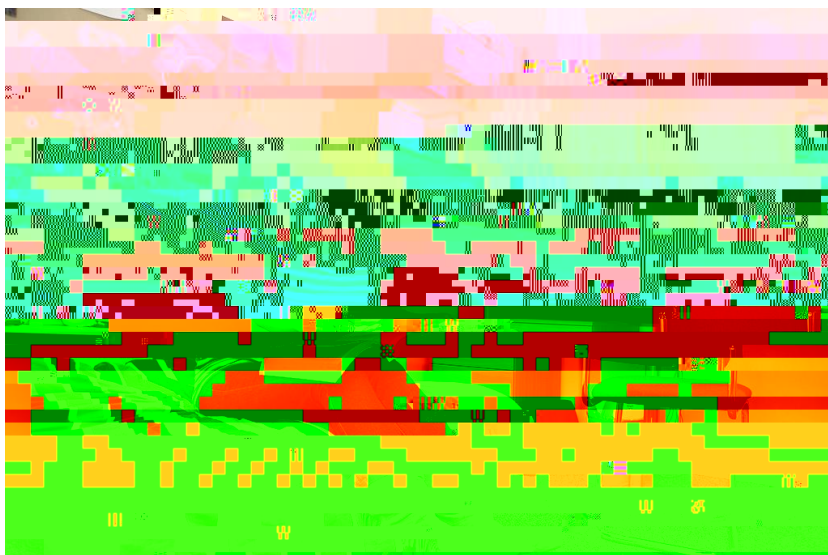


The Study Area

designated study area, somewhere you can go without distraction to get on with your work. Typically this will be in your bedroom, but for some students this will not be the case. One student, who shared a house with her husband and three children converted their shed into a study area. They claimed that having **that space made the difference between a 2:1 and a first.**

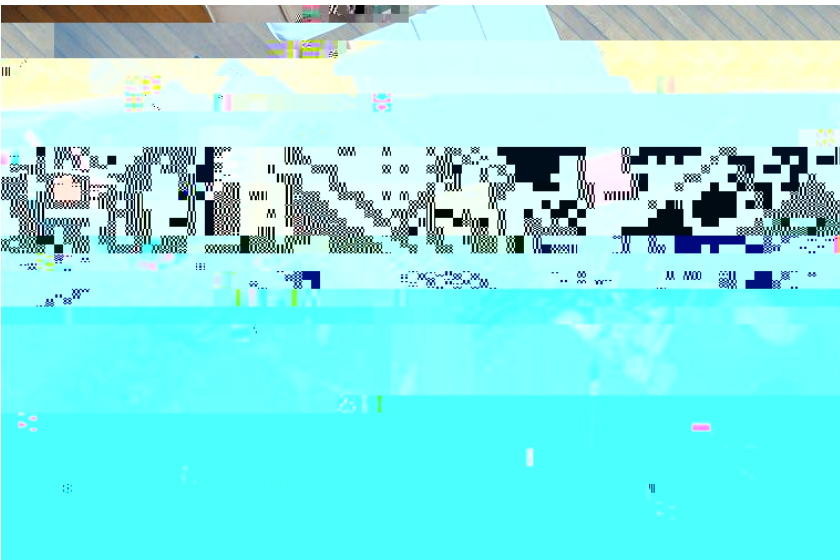
being organised is the most valuable aspect of any study space.



Now sit at your desk. Think about all the boxes or bags of things you have just sorted out and put them in order of frequency of use, rather than in order of importance. Your passport is a very important document, however, you are more likely to use the stapler more often than your passport. So position your stationery box / bag within easy reach of your desk. Place the less frequently used items further away.

Have a copy of your schedule printed / written out and keep it **near your desk.**

Decide on a means of storing your work / handouts. In trays or folders are a good option, however, trays can quickly become cluttered and folders often discarded.



Your Computer

If you use a computer, take the time to organise where you save your documents. A good practice is to have **a file per module**, contained within a **folder for the semester / year**.

Make your space **comfortable** to work in, and give yourself one or two **nice things** like a picture of friends / work space.

Make sure your **seat** is adjustable and cushioned. Have your **desk** at an appropriate height.

