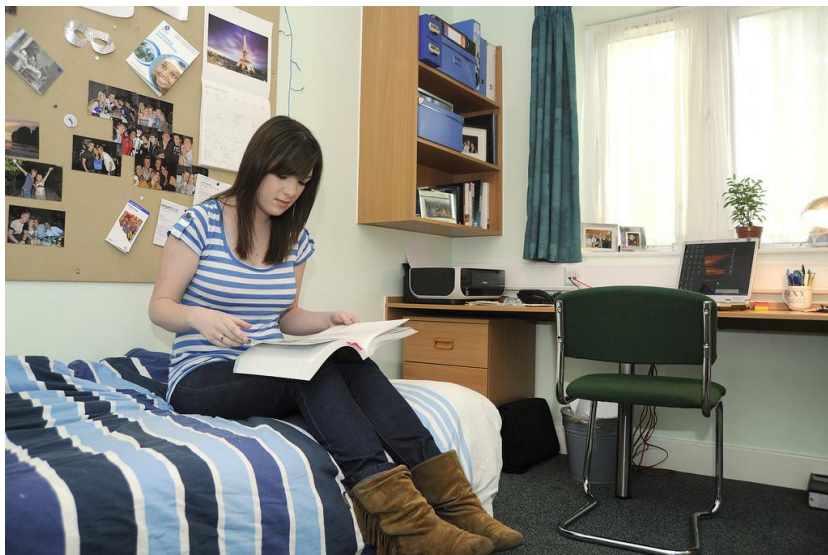


The Study Area

To get the most out of your study, it's best to have a **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.**

Just having the space isn't enough however, **being organised is the most valuable aspect** of any study space.



Here are some hints and tips to help **keep your study space organised**:

Your Desk

- If you have a messy desk / study area, **take the time to sort it out**. This doesn't just mean hide everything somewhere or even pushing it all onto the floor. **With every item**, ask yourself "Do I really need this?" if the answer is no, bin it; if the answer is "Not sure", bin it. Keep it only when you know you need it.
- Once you have your pile of must haves, figure out if it needs to be on the desk or not. Ask yourself how often you use it. If it's everyday, on the desk it goes, if not, put it aside and move onto the next item.
- Consider **how distracting** an item is. If it's very distracting, then do not keep it on the desk. Find somewhere else for it.
- Remember that everything **doesn't** need to be on display!
- Once you have everything you need on the desk, begin to **organise the remaining items**.
- **Group similar** items together, for example stationery, and put them in an appropriate receptacle. Label if necessary.

- **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 / family, but don't go overboard. It's a work space.
- Make sure your **seat** is adjustable and cushioned. Have your **desk** at an appropriate height.

