



## Study tips: **MULTITASKING EFFECTIVELY**

While it can be difficult to stop multitasking altogether, small steps can be taken to help your online student work toward creating better focus.

**1**

### **SET BOUNDARIES**

Discuss when multitasking is okay and when it isn't.



**2**

### **FIT EVERYTHING INTO A SCHEDULE**

Develop scheduling skills by deciding how to prioritize tasks.



**3**

### **TAKE FREQUENT BREAKS**

Schedule blocks of times for lessons with regular breaks in between.



**4**

### **GET RID OF DIGITAL DISTRACTIONS**

Make phones, video games, or other devices off-limits during lessons.



**5**

### **ORGANIZE YOUR STUDY AREA**

Help your child clear all directions and unnecessary objects from their workspace



**6**

### **FIND WAYS TO STAY FOCUSED**

Take notes while listening to a lessons or find new places to work to limit distractions.



**7**

### **JUST RELAX**

Take time to relax in order to regain the focus needed to do one task at a time.



**8**

### **USE TOOLS LIKE FOCUS MUSIC OR A FIDGET TOY**

Use focus music or a fidget toy to multitask in a productive way.



**9**

### **INCORPORATE PRODUCTIVE MULTITASKING TASKS**

Do light chores around the house or go for a walk while listening to a recorded lesson or an audiobook.

