

Be Productive and Be Happy

Distractions and multitasking can cause errors, confusion and waste time, decreasing performance and the ability to learn.

Reduce distractions to make life easier and avoid stress.

Reduce technology distractions:

- Put your phone and devices on silent mode or silence all nonessential notifications.
- Remove unnecessary electronics from the area and keep them out of sight.
- Close unnecessary internet tabs.



Clean your desk or work area. An organized environment helps clear the mind.

Break down tasks into smaller pieces that can be accomplished more easily.

Make use of approved research platforms provided by the school instead of searching the internet.



Take a break and move around between tasks to help you re-focus. Aerobic exercise improves attention spans.



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Give teachers, students and parents an easy-to-use portal for all approved educational resources.