

Chapter 2:

Organize Your Workspace: Make sure you have everything you need *before* you start to work. Here are some items you may want to consider having in your work area:

- Proper lighting
- Comfortable seating
- Appropriate work area-desk, lap desk, standing desk
- All binders/folders
- Notebooks
- All necessary hard-copy materials (i.e., handouts, worksheets, etc.)
- Access to all digital materials (i.e., folders with your documents)
- Computer
- Calculator
- Pens/Pencils/Erasers/Highlighters
- Flashcards
- Stapler/Paperclips
- Sticky Notes
- Snack
- Water
- Fidgets
- Music/sound maker, if desired