

Top 10 Tips for Students for Managing Technology Distractions:

1. **Allocate specific times for work and for technology**- this can be tricky given that much of the time students need to use technology for research. However, making a timetable which clearly identifies time for homework/study, games and other online activities, means you know that you will soon get an opportunity to get back online. It's best to make these blocks in the time when you aren't at your most "productive" with work.
2. **Turn off your technology distractions** - turn off as many things as you can eg. phone, ipad, ipod, Facebook, Instagram, even your computer if you don't need it for that piece of work. If you aren't aware of messages or notifications coming in, then you won't need to check them. Try it for half an hour and then get back to your messages once you've finished that work block.
3. **Set clear goals** - once you have achieved your work goal, reward yourself with technology. Allow yourself 20 minutes of guilt free online time.
4. **Set a timer** - if you can't stop gaming or checking facebook, even when your allocated time is up, set an annoying timer....which you place away from where you are playing, so that you have to get up to turn off. Once it's off, you have already broken the connection to the game and it should be easier to get on with your work.
5. **Install software on your computer to help manage distractions** - there are lots of different packages available to assist you in controlling your computer use - how long you use particular programs for and what you use. Handbook:

http://www.studyskillshandbook.com.au/inside/inside_content/home5c.html

6. **Don't make in-App purchases** - lots of us have downloaded a "free" app only to get caught up in the cycle of "in app" purchases so we can just get one more level or win. Making a deal with yourself to wait for a while to have another go at a game both saves money and gives you 20-30 minutes to focus on schoolwork instead.
7. **Remember TV is technology too** - working in front of the TV can be just as distracting as other forms of technology. Save up your easy work - like title pages, or filing, to do in front of the TV and use your technology free time to focus on more challenging work.
8. **Enlist some help** - ask your parent or sibling to help you manage your technology distractions by sitting near you while you work to monitor what you are doing, testing you on your current topics or holding on to your devices for you.
9. **Find a different place to work** - some work can be done outside, or while you are exercising. Why not step outside to review your study notes, or read your novel? Record your notes or listen to a podcast when you are out walking the dog?
10. **Do some mental skills development** - if you really need to improve your focus, attention and memory, try doing some specific exercises.
<http://www.cogmed.com.au/schools> offers a formal school based program. Also <http://www.lumosity.com/>
<http://www.mindgames.com/brain-games.php>

