



## KEEPING YOUR FOCUS

# Digital Homework Tips for Older Kids & Teens



### SET UP A HOMEWORK STATION

Set up your homework station in a well-lit area. Create a place that makes you happy and that is mostly free of distraction. Avoid studying on your bed.

Keep a pen, pencil, calculator, notebook, water, and other materials handy.



### KEEP SCREENS IN FAMILY-APPROVED SPACES

Follow your family's tech plan. It's a good idea to keep screens out of bedrooms and bathrooms!

If your surroundings are busy and noisy (siblings?), use headphones to plug into your favorite playlist or play white noise.



### STICK WITH ONE SCREEN

Follow the one-screen rule. It will help you to stay focused and to stop checking other devices for notifications and texts.

Use a regular calculator if needed.

### USE A 5 TAB LIMIT

The Internet is a rabbit hole! Avoid going down it by keeping only five tabs or less open at one time.

Close all tabs to games, social media, and the news while doing homework.



### USE THE "FINISH THIS!" FILL-IN-THE-BLANK SHEET

Complete Better Screen Time's *Finish This* sheet to help you focus on your most important task. A trusted adult can help you stay accountable.

When your work is done, reward yourself!



### TAKE BREAKS, MOVE YOUR BODY, GET SOME FRESH AIR

We need periodic breaks to do our best work and our brains function better when our bodies are active. Screens often keep us from moving and experiencing the real world!

Get up and stretch, go on a walk outside, or do something you love.



# Get Focused with 3 Easy Steps

## BRAIN DUMP

In the box below, list all assignments and projects you need to do.

## CATEGORIZE

To the right of each assignment, write "O" for optional or "N" for necessary. Which assignments do you absolutely need to do and which ones are optional?

## PRIORITIZE

On the left side of your list, number each assignment according to due date/importance. For example, you would write "1" next to the assignment with the closest due date, or the assignment that might take the longest, that you should start first. For example, start reading a book now to prepare for a book report. Use the **Finish This** sheet on the next page to help you get started on your #1 assignment.

Example:

- 2 - Write English essay on *The Hitchhiker's Guide to the Galaxy* - N
- 3 - Do Pre-Calc worksheet - O
- 1 - Complete one module in Pre-calc lesson - N



# FILL-IN-THE-BLANK

## Finish This!



TODAY I WILL FOCUS ON

---

MY FIRST STEP OR NEXT ACTION ON THIS ASSIGNMENT IS TO

---

I'LL WORK ON THIS ASSIGNMENT RIGHT NOW FOR

HRS:MIN

---

WHEN I'VE HIT MY TIME LIMIT I'LL SHOW OR SUBMIT MY WORK TO A

PARENT / TEACHER / MENTOR

---

WHEN I'M ALL DONE I'LL REWARD MYSELF WITH

---

TODAY I WILL FOCUS ON

---

MY FIRST STEP OR NEXT ACTION ON THIS ASSIGNMENT IS TO

---

I'LL WORK ON THIS ASSIGNMENT RIGHT NOW FOR

HRS:MIN

---

WHEN I'VE HIT MY TIME LIMIT I'LL SHOW OR SUBMIT MY WORK TO A

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## REWARD YOURSELF

# "What is immediately rewarded is repeated." -JAMES CLEAR

Brainstorm some healthy ways to celebrate when your work is done! We've included a few ideas to help you get started...

- Make a healthy smoothie.
- Go for a run or a hike.
- Work on a passion project (something you love to do!).
- Make a craft.
- Jump on the trampoline.
- Play a game with a sibling or parent.
- Read a comic book.
- Paint your nails.
- Bake your family's favorite treat.
- Take a nap or relax on your bed to your favorite music.
- Draw or doodle.
- Check that assignment off your to-do list.
- Play an instrument.
- Crank up the music and have an at-home dance party.
- Take a hot shower or bath.
- Do a random act of kindness for a friend or family member.
- Start a savings jar and add \$1 every time you complete an assignment. Buy yourself something when the week is over.
- Facetime or call a friend.