

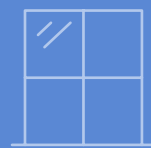
# Be Productive and Be Happy

Avoid distractions and achieve a healthy school-life balance.

Remove unnecessary electronics from the area and keep them out of sight.



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



Avoid working near a window with a busy view or a high-traffic area.

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



Put your phone on silent mode or silence all nonessential notifications.

Close unnecessary internet tabs.



Take breaks often. Get up and move around.



*Help students avoid distractions with EBSCOed by Stacks, a single, online, easy-to-use point of access for all approved learning materials.*