

Managing Technology When Studying

1) Minimize Distractions

- Turn off all notifications and email
- Turn off unnecessary applications
- Try a Full-Screen, Distraction-Free Writing Program:
 - [Focus Writer](#) | [Omm Writer](#) | [Write Monkey](#) | [Pages](#)

2) Manage Yourself Online

- **Set clear study goals** before you turn on your computer
- **Use timers/bells** to help track time
 - A variety of [stopwatches and timers](#) are available online
- Set a [mindfulness bell](#) to ring intermittently:
- **Use rewards and consequences** to help you stick to study plan
- **Additional Apps, Websites and Other Tools:**
 - To-Do apps including [Toodledo](#), [Astrid](#), [Remember The Milk](#)
 - [Phocus App](#) includes timers, progress bar, pace-settings for work and break time. Lots more.
 - [Evernote](#) to “Save your ideas, things you like, things you hear, and things you see.”
 - [Google Docs](#) | [Google Calendar](#): *Docs* allows you to collaborate with others on one document. *Calendar* allows you to create tasks and sync events to all your devices.

3) Schedule Internet use

- **Schedule specific times** to check email, Facebook, Twitter and surf your favorite sites
- **Use RSS feeds** or **News Aggregators** (instead of manually checking news sites for updates)

4) Remove Distractions

- **Hide or turn off your phone**
- **Limit or block sites you can visit online**
 - [Leech Block](#) “a Firefox add-on that lets you specify which sites to block and when to block them.”
 - [Stay Focused](#) A Google Chrome extension that “restricts...time you can spend on time-wasting websites.”
- **Limit or block all access to internet**
 - [Mac Freedom](#) “... locks you away from the internet on Mac or Windows computers for up to eight hours at a time...”
 - [Self-Control](#) “... an OS X application which blocks access to incoming and/or outgoing mail servers and websites for a predetermined period of time.”



This work is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivs 3.0 United States License](#). You may reproduce it for non-commercial use if you use the entire handout and attribute the source: The Learning Center, University of North Carolina at Chapel Hill.