



Managing Technology When Studying

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](#) (use the full-screen option)



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.
- Use [Evernote](#) to “Save your ideas, things you like, things you hear, and things you see.”
- [Google Docs](#) and [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.

For further reading
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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)

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. Once your allotted time has been used up, the sites you have blocked will be inaccessible for the rest of the day.”

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.”

