

## TIP SHEET for TEENS:

### Succeed doing school on-line!

1. Create a **GOAL** for yourself for the DAY (or week or month) – set SMART Goal: Specific, Measurable, Attainable, Relevant and Time Based. EXAMPLE: I will complete my new algebra worksheet by 12noon today and then have an hour break to do whatever I want.



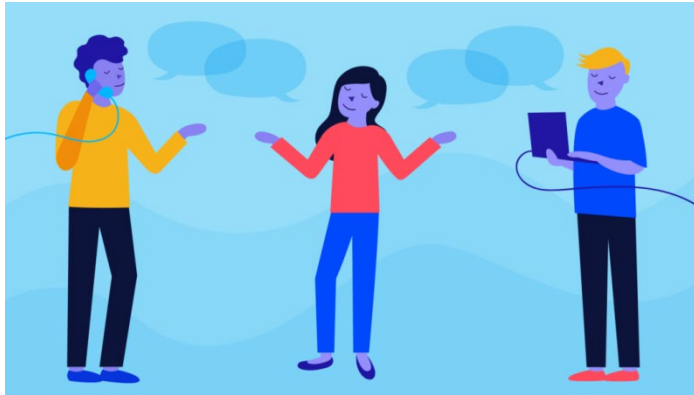
2. Write out a **SCHEDULE** for the day – schedule in specific work time by subject, break time, lunch time, exercise time, gaming/TV time etc. You can put alarms on your phone to remind yourself of when to move on to the next subject or task.

It is helpful to start each day at the same time (e.g., get up at 8:00am) and finish each day at the same time (e.g., 3:00pm). Your body will get used to this routine, and following your schedule will be easy!

3. ORGANIZE a **WORK SPACE**: Do you need quiet or a bit of noise? Find a space in the house that works for YOU to focus. Set up all your work tools in that space: pens, pencils, calculators, books. Have good lighting set up and let everyone know that this is your work area and to not interrupt it!

4. **ELIMINATE DISTRACTIONS** from your work space. Put out only the necessary items that you need to get your work done (e.g., computer, paper/pen, snack). Mute your phone or other devices so you won't be tempted to check them – set up a break area in a different place in the home (i.e. gaming area is different from school work area)

**5. ASK FOR HELP:** Talk with parents and teachers about work expectations and ask for help EARLY on. It is recommended that you ask for help and clarification about tasks. This is not a sign of weakness, but actually a sign of intelligence and strength!



**6. PAIR WORK with ENJOYABLE ACTIVITIES:** Find things that keep you happy while you work that do **not** distract you from your work: i.e. listening to calming music or having aroma therapy on can make you feel better while working. Eating a crunchy snack (i.e. carrot sticks, apple slices, nacho chips) can keep you alert and focused.

**7. Find yourself a friend or family member to CHECK-IN with.** If you are having a hard time getting started, or can't get focused after a break, check-in with someone for some motivation. Talking to someone who is also doing e-learning or working at home, can help motivate you to get back on track!



Note: This resource is provided for informational purposes only and is not a substitute for professional advice, diagnosis, or treatment from a qualified ABA clinician.