

Study Session Checklist

Use this checklist before starting a study or work session to improve focus and productivity.

Pre-Session Checklist

Checklist	Done
Prepare all study materials before starting.	
Silence phone notifications.	
Close unnecessary browser tabs and apps.	
Set a clear goal for the session.	
Prepare water or a drink nearby.	
Set a Pomodoro timer.	
Take short breaks between sessions.	
Review progress at the end of the session.	

Reflection Prompt: What is the biggest distraction that affects your focus during online learning?

*Demo resource created for eLearning Themes
elearning.3rdwavemedia.com*