



UpgrAde Your GrAdes
with SethPerler.com

SSS, The Sacred Study Space

Your mission

- Optimize your SSS. This is your command center!
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How it works

Below you'll find a checklist describing important aspects of your SSS to set up. Do everything you can to the best of your ability. Whatever you don't check off, get done ASAP. Of course, it's all optional, just choose what will work best for *you* (Frankenstudy).

NOTE: Remember the amygdala might cause you to be *resistant*. Don't listen to it, push yourself anyhow! Get this SSS finished!

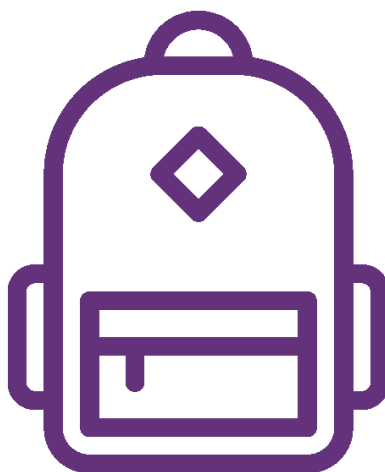


Checklist

| Done? | Task |
|-------|---|
| | Distractions: What distractions will you have nearby? What can you do to minimize or eliminate them? |
| | Audio: What does your brain need in order to focus? Silence, background noise, peaceful music, etc? Do you need earplugs handy, a fan for noise, a white noise website, speakers, silence, etc.? Everyone is different. |
| | Lighting: Really think about the lighting and make sure it's the type of lighting that you like and that makes it easy to see and focus on school work so you can finish efficiently and get on with free time. Yep, lighting matters. |
| | Clutter: Get rid of clutter in your SSS so there are no distractions and your SSS feels welcoming and optimized for focus. Your area should be clutter-free so you can do your work. |
| | Space on the desk: This goes along with clutter removal: your desk should be clear of stuff, and full of space each day when you come home so you can use the desk to spread out your work. |
| | Blockers: Tabs in your browser make a huge distraction. If you have a computer in your SSS, add website blockers to your browser so you aren't tempted by distracting open tabs. |
| | Daily plan: Have some pads, stickies or notecards in your SSS so you can jot your daily plans conveniently. |
| | Desk calendar: Get a simple desk calendar and mount to the wall if possible. Important: Put it somewhere that's easy to see <i>and</i> that makes it easy to write on. |

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| | <p>Supply catch-all: Use a drawer or box in your SSS to be a “catch-all” for all sorts of excess supplies so they’re handy when you need them. Stapler, tape, erasers, extra pens, pencils, sharpener, fidget, stickies, etc... This helps because when you’re doing schoolwork you won’t be getting up a bunch of times to find stuff. You want to be efficient so you have more time for you.</p> |
| | <p>Printer: If you have a printer, determine the best place to put it. When people have them in inconvenient places, they’re more likely to procrastinate printing things.</p> |
| | <p>Label supplies: In your SSS, use sharpies, stickers/labels with your name on it, or whatever you need to label everything clearly in case it gets misplaced. Trust me, just do it.</p> |
| | <p>Archive: Make it out of the box, drawer, file drawer, or anything that you can fit a pile of paper into. Keep it near the SSS. Use it for when you clean out folders every week- you’ll store things you <i>think</i> you <i>might</i> need this semester or things that are meaningful to you.</p> |
| | <p>Visual reminders: Tons of stickies, note cards, visual places to take notes, and notepads you like. Out of sight, out of mind. You <i>must</i> learn to use visual reminders. Trust me on this.</p> |
| | <p>Timer: Label it with your name. Start using it to chunk time while working in your SSS.</p> |
| | <p>Backpack: Where will you put it each day when you get home? Where is the best “home” for it near the SSS? And keep only the bare necessities in the backpack. Keep it <i>simple</i>.</p> |
| | <p>Desk: Choose a desk that you like and helps you focus. Electric standing desks are my favorite. Most people focus much better when standing, it will save you time too.</p> |

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| | Chair: Choose one you can focus in. Fit balls are great for most people because they focus better when they can have some movement. |
| | Files: High schoolers should start having personal files in a file box or drawer. We often set up “Records,” “Financial,” “College Search,” “Car,” etc... |
| | Whiteboard: Many students love to have a whiteboard on the wall to help with important notes and reminders. Also, small whiteboards are very helpful. |
| | Corkboard: Great to have on the wall for syllabi, calendars, rubrics, etc. |
| | Cup: Consider a mug or pencil cup for your desk to house your <i>most</i> important supplies. |
| | Recycle: Keep it simple, have a paper bag nearby. |



Notes

Sacred = A place that honors focusing on schoolwork. A Sacred Study Space is:

1. Optimized for focus
2. Minimize for distractions

SSS Guiding Principles

1. Principle: Minimize distraction- gaming, open tabs, pets, noise & clutter can disrupt focus.
2. Principle: “The catch-all”- have everything handy so you don’t have to interrupt the flow. It keeps you from getting derailed, which means you have more free time.
3. Principle: Homes- homes help you know where things are so you don’t waste time always looking for things. Make homes for glasses, minimum supplies you can use daily, home for extra supplies you don’t need often (like staplers, extra pencils, protractor, daily plan. Where you can always put your backpack, keys, phone, money, etc... Catch-all homes are also easy to clean up, in case you don’t love cleaning up and want it to be easier!
4. Principle: Remove visual clutter. Clean desk = clean mind to focus.
5. Principle: K.I.S.S.- Keep it Super Simple. Manage *only* what you need to manage.
6. Principle: Out of sight, out of mind! Be visual! Use visual reminders and post routines.

What is flow?

Being in flow means that you’re focused on the task at hand. It means that you’re into it. It means that the train has some momentum. It’s hard to get into a flow, so we procrastinate which causes a lot of problems. This is why it’s critical to be serious about removing distractions- they interrupt flow and prevent us from having the freedom we want. They make things take longer to do. This is also why we must optimize for focus- it helps us be more efficient and get it done sooner. This leads to more free time.

Other supplies to consider

- Syllabi: Keep syllabi and school calendars handy.
- Today's plan: You need 90 per semester. Frontload by printing and cutting all of them and keeping them in a convenient pile at your SSS.
- Laptop: Be sure to add website blocker apps so you can focus during homework time.
- Random: Clipboard, scissors, fidgets, binder clips, paper clips.
- Writing utensils: Favorite pens, highlighters, giant Sharpie, 4-color pen.
- Math: Calculator, compass, protractor.
- Electronics: Memory sticks, wires, headphones, chargers, wire ties, digital recorder.
- Backpack: Keep it simple. 2 pocket, do a minimalistic packing job with the bare necessities = a few supplies, folders, planner (take this everywhere), notebooks, and textbooks.

