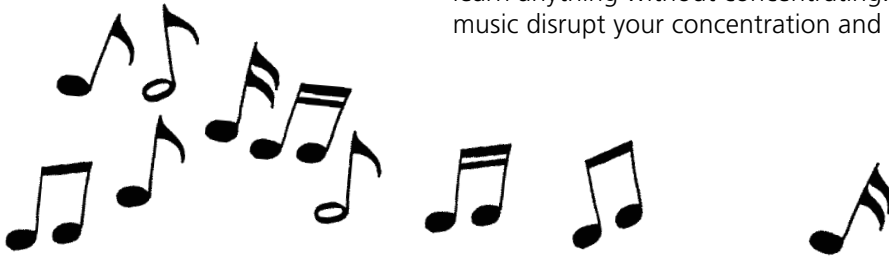


Step 4: a quiet workplace

When you work, you must be able to concentrate. The ability to concentrate when working is essential. You will not be able to get ahead and learn anything without concentrating. Conversations, noise, television or music disrupt your concentration and distract you.



A quiet workplace

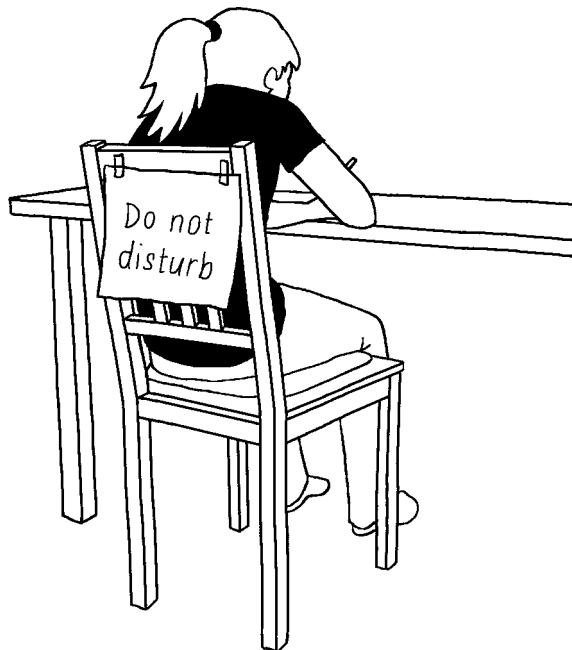
- ▶ Make sure that your workspace is in a quiet corner of your home.
- ▶ Make an agreement with your parents and siblings so that they will not disturb you when you are studying.
- ▶ This includes turning off the tv set or radio in the room where you work as their noise would disturb your concentration and make your studying more difficult.
- ▶ If there is no other option, get earplugs or a hearing protection for the time during which you work.
- ▶ Do not play music, as it would disturb you as well. In order to concentrate and to successfully complete your assignments, you really need complete silence!

TIP

Make a sign that reads «Silence please!» or «Do not disturb» that you can hang on the door or in your workplace when you are studying.

TIP

If you like to listen to music, you can reward yourself as follows: after 15 or 20 minutes of concentrated work, you may take a short break and listen to a piece of music. Only 5 minutes, at the very most, then continue to work and concentrate in silence!



Exercise 4

On a piece of paper, write the title «Noise and distraction protocol». Today and during the new few days, immediately write down if something disturbs or distracts you. Think about and discuss with your father and mother how these disturbances and distractions could be avoided. Write the solutions on the noise log and see if they work!