

Maintaining Focus as a Virtual Worker

Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Maintaining Focus as a Virtual Worker". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Maintaining Focus as a Virtual Worker

Any work environment can have distractions. When you are working in an office, these distractions are likely to be things like chatting with colleagues at the printer, conversations happening by your desk or colleagues coming to interrupt you. As a virtual worker, you will have to deal with different sources of distraction. These are most likely to be in your home environment or online. It can be a challenge for a virtual worker to maintain focus and doing so requires a degree of discipline and preparation. In this course, we will explore some of the ways you can avoid distractions and stay focused when working virtually.

Learning Objectives – Maintaining Focus as a Virtual Worker

By the end of this course, you will understand the following:

- How to work in alignment with your natural energy and habits
- How to keep task-focused with a to-do list
- How to set up a workspace to support good focus
- How to mitigate the distractions of social media and the news
- The importance of taking breaks
- How exercise and healthy eating support focus

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Know Your Rhythm

Journaling Activity - Know Your Rhythm

Keep Lists

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A Focused Workspace

Set Limits for Media

Take Regular Breaks

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Exercise and Eat Well

Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. After studying this course, how might you change your daily schedule to improve your focus?
2. What in your routine and home environment supports your focus at work and what are the main distractions you have to contend with?
3. What are your current strategies for keeping your focus and how do they work for you?
4. What tools or strategies from this course might you use in the future to support your focus?