

# VIRTUAL LEARNING TIPS & TRICKS

Stay at Home, Structuring Your Days, and  
Creating a Routine



# OVERVIEW

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While it can be difficult to adjust to online learning, following these tips & tricks can make it easier to stay on track, be productive, and maintain a healthy lifestyle.

1. Set up a Work Space
2. Create a Daily Routine
3. Stay Connected
4. Practice Self-Care

# CREATING A WORK SPACE

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## 1. Minimize distractions

- Find a place you can work alone, or in a quiet environment
- Charge your phone in another room / out of sight
- Clean your desk of clutter, close unnecessary tabs on your computer
- Use headphones or a white noise machine

## 2. Gather study materials

- Find a comfortable chair or standing desk
- Gather relevant textbooks, notebooks, and handouts
- Have writing utensils, sticky notes, and highlighters on hand

## 3. Create a comfortable environment

- Experiment with lighting and temperature – natural lighting works best!
- Make yourself tea/coffee/water and have study snacks nearby
- Take breaks every 30 minutes to 1 hour! Walk around, use the bathroom

# DAILY ROUTINE BENEFITS

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Sticking to a daily routine helps to:

- Keep you structured and calm
- Maintain balance and consistency
- Achieve your goals
- Feel in control of your day
- Decrease stress and anxiety
- Focus on your priorities

# CREATING A DAILY ROUTINE

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Things to remember:

- Something for your HEALTH
- Something for your HYGIENE
- Something for your SOUL
- Something for your BRAIN
- Something OUTDOORS
- Something FUN
- Something ACADEMIC

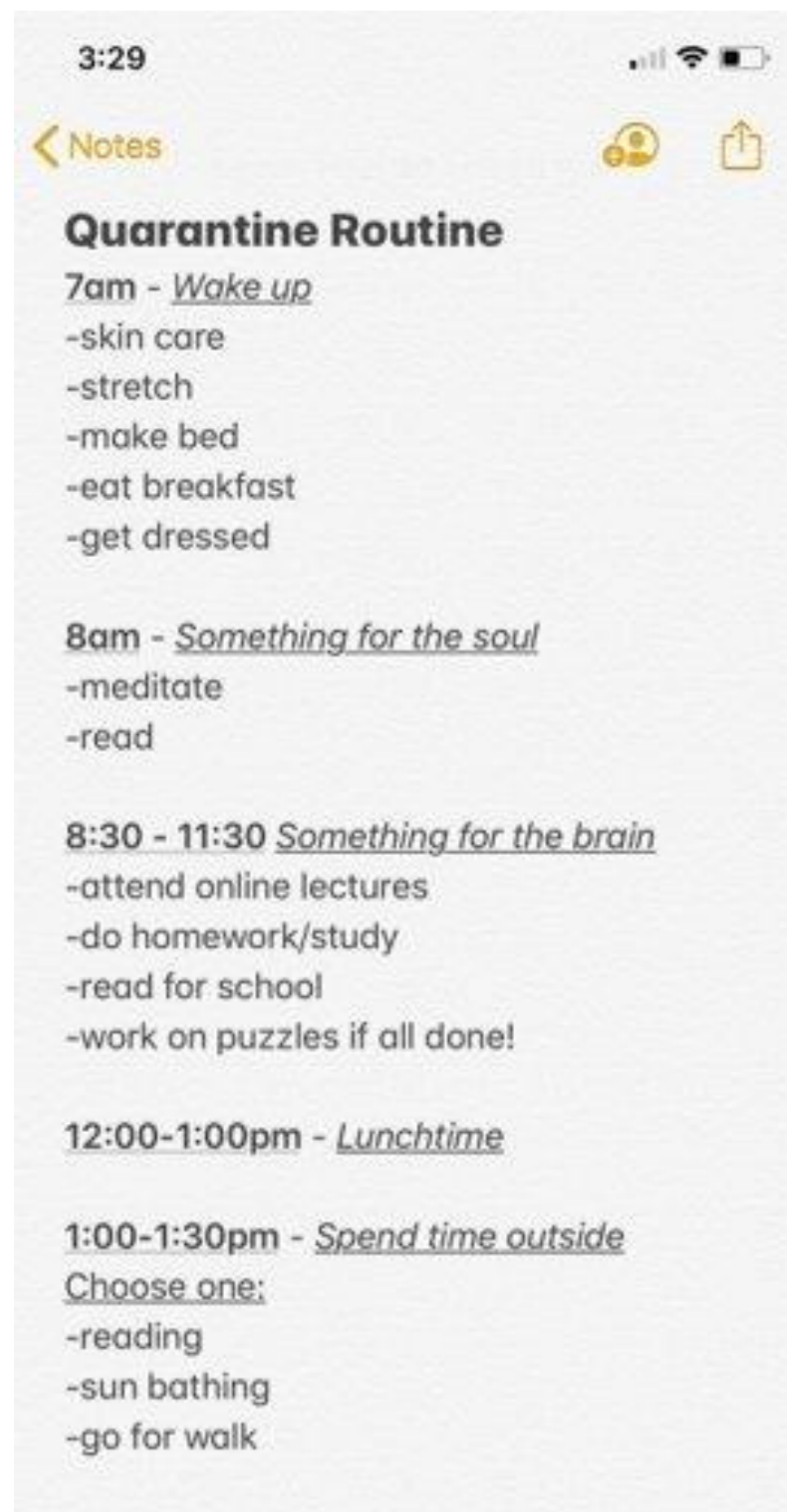
# OVERCOMING BARRIERS

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Questions to ask yourself:

- What motivates me?
- What is my most productive time of day?
- Where is my most productive environment?
- What makes me feel great in the mornings?
- What are barriers to following my new routine?
- What distractions can I remove?
- How will I stay accountable to this routine?

# SAMPLE DAILY ROUTINE



- Made on the iPhone Notes App
- Broken Down into Time Frames
- Easy to Read
- Contains Multiple Options/Variety

# CALENDAR ROUTINE

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Setting reminders on your phone can help keep you on track & stay focused

Prioritize important events by setting up calendar events in Teams/Office/Gmail/Your Phone



# TIME MANAGEMENT

Weekly Schedule (Where do I invest my time?)							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:00AM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
6:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
7:00	Exercise	Exercise	Exercise	Exercise	Exercise	Sleep	Sleep
8:00	Eat	Eat	Eat	Eat	Eat	Eat	Eat
9:00	Class	Class	Class	Class	Class	Work	Work
10:00	Class	Class	Class	Class	Class	Work	Work
11:00	Class	Class	Class	Class	Class	Work	Work
12:00PM	Eat	Eat	Eat	Eat	Eat	Eat	Eat
1:00	Class	Class	Class	Class	Class	Work	Work
2:00	Class	Class	Class	Class	Class	Work	Work
3:00	Class	Class	Class	Class	Class	Work	Work
4:00	Personal Tim	Personal Tim	Personal Tim	Personal Tim	Personal Tim	Work	Work
5:00	Personal Tim	Personal Tim	Personal Tim	Personal Tim	Personal Tim	Work	Work
6:00	Eat	Eat	Eat	Eat	Eat	Eat	Eat
7:00	Homework	Homework	Homework	Homework	Homework	Personal Tim	Homework
8:00	Homework	Homework	Homework	Homework	Homework	Personal Tim	Homework
9:00	Homework	Homework	Homework	Homework	Homework	Personal Tim	Homework
10:00	Personal Tim	Personal Tim	Personal Tim	Personal Tim	Personal Tim	Personal Tim	Personal Tim
11:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
12:00AM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
1:00-4:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

Find this 'Weekly Schedule' Organizer on the C of I Website – [CLICK HERE!](#)

Need help managing your time? Meet with an organizational tutor in the ASC – [CLICK HERE!](#)



# TIPS TO INCREASE FOCUS

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## Balance

- Don't do everything all day
- Constant schoolwork, communication, videos
- Break it up into parts of your day and make time for each

## Environment

- Move your room around
- Create different spaces: School nook, exercise corner, outdoor reading area
- Make a "phone spot"- make a time and space for your phone and leave it there!

## Technology

- Use technology
- Focus assist or apps to prevent distractions or block other apps,
- Use audio to listen/read at the same time, which helps you focus
- Super distracted during class? Set a ten-minute timer to make sure you are checking back in from your day dream.

# MOTIVATION TIPS

## Reward Yourself

- "When I finish half of my paper, I'm going to take my dog for a walk"
- "When I get my readings done for the night, I'm going to make a root beer float"

## Why Am I Doing This?

- End goal
- How will this pertain to my career
- Why did I pick this class

## Make a Countdown

- The last day of class is November 16th
- That is only   X   days away!
- Each day I am closer to graduating!

# STAY CONNECTED

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- Continue check-ins with people you generally meet with
  - *Example: Advising, LSDS, CEL, Involvement, Campus Min, clubs, fraternities & sororities, professors, friend groups, etc.*
- Schedule virtual events with your friends and family
  - *Example: Facetime Game Nights, Virtual Lunch "Dates", Netflix watch parties*

# PRACTICE SELF-CARE

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## PHYSICAL

- *Eat regularly*
- *Eat healthy*
- *Exercise regularly*
- *Get enough sleep*
- *Take care of your body & medical needs*
- *Meditate, breathe*
- *Do yoga*
- *Stretch your muscles*
- *Go for a hike*

## EMOTIONAL

- *Write in a journal*
- *Vent to a friend*
- *Meet with a counselor*
- *Write positive affirmations*
- *Sing in the car*
- *Spirituality / Religion*
- *Social media detox*
- *Read your favorite book*
- *Spend time with companion animals*

## INTERPERSONAL

- *Spend time with friends*
- *Go on a date*
- *Call your relatives*
- *Write thank you cards*
- *Set limits, boundaries*
- *Have a peer support group*
- *Ask for help when needed*
- *Comment nice things on friends' social media posts*

# IDEAS FOR FREE TIME

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- Journaling
- Yoga
- Enjoying a hot beverage
- Pleasure reading
- Play an app game with a friend
- Find a stay at home service project
- Puzzles
- Call an old friend
- Solo or Virtual dance party!
- Crossword puzzles
- Trivia games
- Online National Parks tours
- Podcasts
- Crafts and Art projects
- Mindfulness/Meditation
- Exercises
- Ted Talks
- Self-care day
- Movie marathons
- Creating electronic photo albums
- Organizing your space
- Writing letters to loved ones

# QUESTIONS?

THANK YOU

