

PREPARING FOR REMOTE LEARNING

A Student Resource

Time Management

1

USE A CALENDAR TOOL TO TRACK DEADLINES

Note all your important dates in one place. This could be a paper agenda or an online calendar. You will need to keep track of a lot of things now (including class times and due dates to name a few), so it is helpful to have one place to keep you on track and organized.

2

CREATE A CLASS SCHEDULE

While you may not have to attend physical class, your instructor may schedule online sessions or expect you to review content on your own to prepare for scheduled assessments. It's helpful to establish a schedule when you will commit to paying attention to your course work. This routine will help you stay on top of reviewing class notes, completing assignments and studying for quizzes. It's suggested that when you have online tasks to complete that you add a little extra time to adjust to potential technical challenges (i.e. don't wait for the last minute).

3

MANAGE DISTRACTIONS

Distractions may be more common as you complete your course work at home. Be sure to communicate to your family, friends and others whom you live with when you plan to study and when you plan to take breaks, and ask them not to interrupt you at those times. Another idea is to schedule breaks at the same time as your housemates so you won't feel tempted to distract each other.

4

CHECK YOUR COURSE SITE EVERY DAY

Your instructor will be using the course site as their main way of connecting with you. Check the site daily for updates, messages, content and announcements, even if you don't have anything due or scheduled. This may not take a lot of time, but could prevent you missing timely information about the course.

5

SCHEDULE SOME "ME" TIME

Learning remotely can be consuming and stressful, so make sure you take some time out of your day for "self-care". Check in with family and friends, while respecting social distancing practices. Schedule breaks in your class work to stretch your body and give your eyes a break from screen time. Do something that makes you happy. This will help reduce stress and provide an opportunity to support each other.

**For more help with learning remotely, please
contact CITL's Client Support Centre.**

citl.mun.ca/support

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