

# REMOTE STUDYING CHECKLIST

Consider these tips when studying away from campus.



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## BEFORE LEAVING CAMPUS

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- ❑ Ensure that you **bring all materials home** with you: go through each course listed in your schedule, and check that you have the textbooks and other materials for each one. Check online communications from instructors to confirm whether additional materials will be needed. Also, check that you have any chargers you need (i.e. laptop, etc.)

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## REMOTE STUDYING TIPS

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- ❑ **Create a list of assignments** that are due the week after spring break ends (Week of March 23rd). This is when online classes will resume. During the week of March 23rd, create a list of assignments due the week of March 30th, and so on. This process can include creating google or ical reminders for deadlines or writing this information in a planner or other calendar/reminder formats..
- ❑ **Set up a designated workspace** at home. This space should satisfy your needs for an efficient work environment. Consider a quiet, well-lit area that provides access to Wi-Fi, outlets (if a computer is needed), and a back-up charger. Think about available surfaces, such as a desk or kitchen table, as couches or beds may be too distracting. For those working at home, putting up pictures of family, friends, or inspiring quotes can bring positivity into your study space. Unless you are accustomed to clutter, keep your space tidy. \*If your home is not a suitable environment for class learning, explore local options, for instance, friends or neighbors who may have an office or designated workspace at home, libraries/bookstores, or cafes. Keep in mind that such establishments may have changes to business hours and operation; check websites and/or call ahead to inquire about such changes.
- ❑ Each day designate the same amount of time to each class as you normally would. **Keep in mind that new online course materials and formats may require more of your time.** If you have a professor who posts lectures on HuskyCT (so you can watch them at any time), watch them during your regular class times, to **avoid procrastination.**
- ❑ **Designate time to study each day.** Even if you don't have assignments due, make sure that you spend an appropriate number of hours studying (i.e. reading class notes, creating review sheets or notecards, participating in a virtual study group, teaching a friend or family member on material from a class, etc.) for each course. To determine what this might be, check your syllabus; some syllabi have information on how many hours students should be prepared to study for the course each week. You may need to adjust this number based on your strengths, challenges, and prior experience with the course material.
- ❑ **Overestimate how much time you will spend and commit to doing more.** Projects often take longer than you initially think they will. Consequently, you may get done less than you set out to do, which can influence an unexpected pile-up of work. Planning extra time minimizes the pile-up. to adjust this number based on your strengths, challenges, and prior experience with the course material.
- ❑ **Inform your family/roommates of your plan to study at home.** You may want to ask them to please give you space when you are working in your "work area", or to help hold you accountable to study times.
- ❑ **Create a routine similar to one you follow on a day-to-day.** Wake up, get dressed, and eat breakfast. Change out of your pajamas before starting any work. Get comfortable, but not too

comfortable. While your learning environment looks different, it is important to get your mindset prepared.

- ❑ **Save calls, texts, and leisure activities (e.g. gaming, social media, shopping, etc.) for planned breaks. Beware of distractions.** While not in a traditional classroom setting, there is greater opportunity for distraction, factors affecting concentration and productivity. Consider using app blockers, silencing phone notifications, and/or putting away devices that are not needed for academic work. Checking a message for 1-minute may not feel like a time waster, but with each read or sent message, the time adds up, and before its realized, it's been 30+ minutes away from work; making it a challenge to stay motivated to study.
- ❑ **Prepare your meals in advance.** When at home, it can be tempting to frequent the kitchen for food. Be mindful of how these “trips” become patterned and interfere with work. Save time and plan your meals/snacks at the beginning or end of the day. Doing so ensures that your meal times are used for eating and that you aren't performing non-work tasks that diminish your energy for academic work.
- ❑ **Take Clear breaks.** Rather than staying at your computer or on the phone, use your breaks to unplug and refresh. Preserve the association between your designated study space and learning. Your study space should be used just for studying. By leaving, your mind will realize it can take a break until the next round of work. Go for a walk outside or grab a snack with others who might also be indoors.
- ❑ **Keep it positive.** Studying is good and supports the learning process—it highlights areas of strength and indicates where further review, learning, or help is needed. Remember to reward yourself for progress and effort, as good as studying is, it is still work.

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## BEING MINDFUL OF MENTAL HEALTH

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- ❑ **For those receiving mental health services on or near campus, talk with your provider regarding the continuation of therapy and counseling.** If phone or web appointments are undesired or unavailable, explore local options near you. Community and online resources (e.g. 2-1-1 (<http://www.211.org/>), town social workers, fire department personnel, police officers, and community health) can be used to find mental health services. Some providers may offer drop-in services and sliding scale fees. Should a feeling of overwhelm, anxiety, or stress exist in searching for help, ask for support from family, a friend, neighbor, or someone else that you feel safe and comfortable to ask.
- ❑ ***Separate what is in your control from what is not.*** There are things you can do, and it's helpful to focus on those. Wash your hands. Remind others to wash theirs. Take your vitamins. Limit your consumption of news (Do you really need to know what is happening on a cruise ship you aren't on?).
- ❑ ***Do what helps you feel a sense of safety.*** This will be different for everyone, and it's important not to compare yourself to others. It's ok if you've decided what makes you feel safe is to limit attendance of large social events, but make sure you separate when you are isolating based on potential for sickness versus isolating because it's part of depression.
- ❑ ***Get outside in nature—even if you are avoiding crowds.*** Take a walk with someone. The sun is shining, you can get a dose of vitamin D, and it feels good to both get some fresh air and quality time with others. Exercise also helps both your physical and mental health.
- ❑ ***Challenge yourself to stay in the present.*** Perhaps your worry is compounding—you are not only thinking about what is currently happening, but also projecting into the future. When you find yourself worrying about something that hasn't happened, gently bring yourself back to the present moment. Notice the sights, sounds, tastes and other sensory experiences in your immediate moment and name them. Engaging in mindfulness activities is one way to help stay grounded when things feel beyond your control.
- ❑ ***Stay connected and reach out if you need more support.*** Talk to trusted friends about what you are feeling. If you are feeling particularly anxious or if you are struggling with your mental health, it's ok to reach out to a mental health professional for support. You don't have to be alone with your worry and it can be comforting to share what you are experiencing with those trained to help.