



Tips for Scheduling and Online Learning

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Time Management: use a Calendar!

1. Put all your classes and HW in your calendar at the start of the semester.
2. Consolidate your calendars into ONE calendar. Every week, look over what your next 7 days will look like (e.g. Sunday).
3. Adhere to a consistent schedule. Wake up at certain times, get 8 hours of sleep daily.
4. Schedule breaks. Taking on way too much and over-scheduling becomes too easy when you don't have to commute.
5. Set boundaries (RE: time management) with others AND yourself. Share with friends and family both your commitments and your availability.
6. If you're in a relationship, plan time with them--especially during weeks that are most challenging. And include time with others – friends and family.
7. Don't beat yourself up if you fall short. Habits take time.
8. Seek help from someone who can hold you accountable. This can be a therapist, time management specialist, or even friends and family.
9. Consider the obstacles you may face; plan ahead on how to mitigate those issues. For example, plan ahead for midterm presentations and papers.

Distance Learning: Everything above applies while taking classes over zoom. *Treat distance learning as you would an in-person course.* Because everything seems less concrete, it is easy to “disconnect” from a lesson and not participate. So it's extra important to remain engaged. During your classes and work at home:

1. Put your phone away and use laptop notifications for 'do not disturb' (see below for info on an app to block distractions).
2. Have water on your desk or work area.
3. Try to get up at least once throughout the class.
4. Pay attention to your posture!
5. Do what's best for your learning style in each course (joining lectures live, or watching them afterwards, for example)
6. Keep one thing on your desk that brings you joy.

Home Office Ergonomics and Ambience.

1. Think about furniture, lighting, workstation, what's on the walls, etc., etc.
2. Make sure your chair is comfortable and the computer is at the right angle.

Helpful Apps:

1. Freedom Software. <https://freedom.to/> A "distraction blocker" for electronic devices. You block your computer from being able to go to your distractions.
2. Habitica. <https://habitica.com> Helps track, manage and improve your habits. A bit hard to navigate at first but might be helpful for some.