

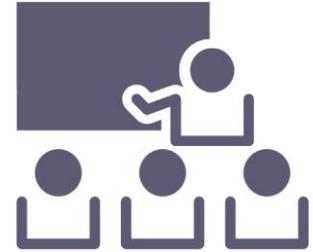
Adjusting Your Study Habits for Remote Learning



Use this resource as a starting point for adapting to a remote learning environment.

In this guide, we will review:

- Creating a new routine
- Staying organized
- Adapting your study skills to remote learning



Creating a new routine

Chances are, your daily schedule has or will change as the situation continues to develop. This can mean fewer social activities, scheduled class times, group commitments, or work shifts. The potential lack of structured activities can feel overwhelming, so it is important to create a new daily or weekly routine to follow. Developing a schedule can help provide structure and keep you motivated. Consider using the hourly planner to map out the best use of your time. Your hourly planner should include:

- Academic activities
 - Checking and responding to email
 - Checking Moodle
 - Reading for class
 - Watching videos/viewing PowerPoints
 - Working on projects and communicating with group members
- Self-care activities
 - Reading for fun
 - Watching TV
 - Communicating with friends and family
 - Exercise and other hygiene routines
- “Life” activities
 - Meal preparation
 - Doing laundry
 - Maintaining a clean space



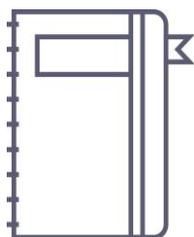
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	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM	Wake up/breakfast		Wake up/breakfast		Wake up/breakfast
9:00AM	Check Moodle/email	Wake up/breakfast	Check Moodle/email	Wake up/breakfast	Check Moodle/email
10:00AM	Watch video lecture	Check Moodle/email	Review PowerPoints	Check Moodle/email	Watch video lecture
11:00AM	Work on assignments	Watch video lecture	Work on assignments	Watch video lecture	Watch video lecture
12:00PM	Eat lunch	Video meeting w/ COMPASS	Eat lunch	Video meeting w/ Professor	Eat lunch
1:00PM	Read for class	Eat lunch	Read for class	Eat lunch	Read for class
2:00PM	Laundry	Read for class	Check social media	Read for class	Read for class
3:00PM	Work on assignments	Check Moodle/email	Work on assignments	Check Moodle/email	Work on assignments
4:00PM	Take a walk	Work on assignments	Take a walk	Work on assignments	Exercise
5:00PM	Check Moodle/email	Work on assignments	Check Moodle/email	Watch TV	Check Moodle/email
6:00PM	Eat dinner	Eat Dinner	Eat dinner	Eat Dinner	Eat dinner
7:00PM	Read for class	Watch TV	Read for class	Group meeting for class	Take a walk
8:00PM	Family/friend time	Exercise	Family/friend time	Work on project	Family/friend time
9:00PM	Read for fun	Read for class	Work on assignments	Read for fun	Watch TV
10:00PM	Read for fun	Go to bed	Read for fun	Go to bed	Watch TV
11:00PM	Go to bed		Go to bed		Go to bed

Staying Organized

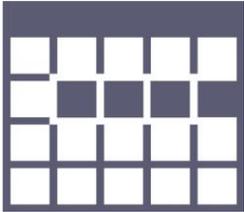
In addition to creating a new daily routine, it is important to stay organized. Less structure can feel like more "free time," even when there is work to be done. Here are some tips for staying organized:



Use a Calendar

If you prefer a paper planner, plug in all of your new assignments and deadlines, and make sure that you budget time to review and update your planner as necessary. If you prefer a digital calendar, make sure to update your assignments and deadlines and set appropriate reminders.

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Consider using your Outlook calendar! We will be relying on email now more than ever, and your Outlook calendar can easily pair with your email! You can add events/assignments and set reminders. For more information on how to use Outlook calendar, schedule a meeting at www.wittenberg.edu/success.

Identify a space to dedicate your work

Choose a space, or spaces, to do your schoolwork. If you can — store all of your class materials in that area. That way, your space truly feels like an academic zone. If you typically study in the library, Post, or a lounge space, you may need to improvise to re-create the same environment. Consider asking yourselves the following questions:

o What distractions exist in my current space? How can I minimize these?

o Where do I feel most productive? Why?

o Once you identify where you feel most productive and why - get creative! Think through how you can re-create a similar space.

o Do I prefer total silence while studying, or do I need ambient noise?

Avoid multi-tasking

- When your time is less structured, it might be more tempting to multitask. Research suggests, however, that only about 2% of the population can truly multitask. Even when you feel like you're multitasking, it is more likely that you're "micro-tasking," or switching between tasks very quickly. Multi-tasking typically causes us to make more mistakes, remember less, and take longer to complete assignments.

Instead, take frequent breaks! Work for 20-30 minutes, and then take a 2-3-minute brain break. Try extending your work time to figure out how long you can stay focused, and how often you need to take a break.



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Adapting your study skills to remote learning

For many students, online learning may be a new experience. Remember that we are all in this together - your professors, classmates, and staff members from across campus are all here to support you. Here are a few tips for adjusting your study skills to fit an online learning model:

- Pay close attention to communication from your professor to learn about how class material will be delivered, how you are expected to review material, and how you are expected to find and submit assignments.
- It is also important to find out how to ask questions. (e.g. Is your professor going to be available via email or text? Will they hold virtual office hours?)
- Continue to take notes as you would in person. When you are completing class readings/watching videos/reviewing PowerPoints, take detailed notes. In some cases, you may have the benefit of being able to pause and continue as needed - use this to your advantage to make sure that you are truly taking in and taking good notes on the material!
- Anticipate that your classwork may take more time, not less. This might be new for some, and therefore may take time to adjust. That is OK! Be patient with yourself, and budget more time than you would ordinarily need for your work.
- Identify ways to work with your classmates – video chat, GroupMe, email, etc. are great ways to stay connected. Set up study groups, work together on projects as appropriate, and support each other. You can also continue to access [tutoring and supplemental instruction](#) as necessary for assistance.

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