

Plan for online learning or work

Fill in. Post in a prominent place. Revisit regularly 😊



How I take care of my **physical** health



How I take care of my **mental** health



My **goals**



My **schedule**



My **work space** and how I **set boundaries**



How I **minimize distractions**



Where I **find resources**, and **people I can talk to**



My **tasks**

- You can choose the timeline to use for each section, e.g., daily, weekly.
- There are excellent, detailed resources online, such as: <https://students.carleton.ca/2020/03/top-ten-tips-to-study-online/>
- Icons from Freepik, Kiranshastry, Nikita Golubev, Kiranshastry, Catkuro, and Eucalypt from Flaticon
- Suggestions for this short guide are welcomed!

Plan for online learning or work – Explanation

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How I take care of my **physical** health

- It's important to take care of our physical health
- Take breaks, go for a walk, find a new exercise or sport



How I take care of my **mental** health

- Schedule self-care into your daily schedule
- Stay connected and take time to celebrate all that has worked OK during this transition even though it wasn't perfect.
- [Recommendations](#) from therapist Amanda Carver and [uOttawa](#)



My **goals**

- This [Growth & Goals module](#) explains how to set SMART goals and become a more proficient learner. SMART = Specific, Measurable, Accountable (e.g., to a friend!), Realistic, and Time-defined
- Mini-deadlines can help you stay on track



My **schedule**

- Plan your schedule: [LINK](#)
- Try out a new time-management technique, such as the [Pomodoro technique](#)
- You can use any tech/tool for your schedule, not just this space.
- Stay disciplined. Falling behind makes it harder to reach your goals



My **work space**

- Find a work environment that works for you (as well as possible). Some prefer quiet, others prefer loud. It's also okay to move around.



How I **minimize distractions** and **set boundaries**

- My distractions: social media, I suddenly do many chores, read the news over and over again, food
- I love my parents... but they interrupt
- Read: "Deep work"
- Mindfulness (see [Growth & Goals](#))



Where I **find resources**, and **people I can talk to**

- Resources could be for your health, course, or others.
- People could include friends, asking your teaching assistant or professor for help, etc.
- Help your instructor by engaging in class discussions (even a thumbs-up helps!)



My **tasks**

- Setting smaller tasks will help you reach your goals
- Regularly checking your email and course pages will help you stay on top of things
- Look ahead in your schedule: prepare for upcoming events
- Practice writing an exam

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Plan for online learning or work – Examples

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How I take care of my **physical** health

- Example: Run 2x per week
- Workout virtually (e.g., [GNAC](#)), free apps
- Get outside into nature (or at least some fresh air)
- Add new health habits (e.g., walk at lunch)



How I take care of my **mental** health

- Walk the dog, cook a new meal, learn the guitar
- Reward myself after a study session
- Take a break when I need to, meditate
- Stay social, go into nature
- Start a gratitude journal, being self-compassionate



My **goals**

- Stay focused during synchronous classes and while studying by closing other browsers and putting my phone on silent
- It's okay to let go of certain goals



My **schedule**

- How to plan your schedule: [LINK](#)
- Try out a new time-management technique, such as the [Pomodoro technique](#)
- You can use any tech/tool for your schedule, not just this space.



My **work space**

- This [Growth & Goals module](#) explains how to set SMART goals and become a more proficient learner



How I **minimize distractions** and **set boundaries**

- Take social media and news apps off my phone, limit app time, use an app (e.g., “Focus”)
- Tell family members what my work time is and that I need the uninterrupted time
- Use head phones, make a “work playlist”
- Drink water



Where I **find resources**, and **people I can talk to**

- Stay connected
- I can always talk to these people: __, __, __
- Ask my instructor questions



My **tasks**

- Walk the dog
- Cook a new meal
- Reward myself after a study session
- Take a break when I need to
- Call a friend to say hi
- Explore the technology being used in the course