We were here for you before COVID-19.
We are here for you during this unique time of adjusting to a new normal.
We will come out of this together - stronger, smarter, and continually supportive.

These are uncharted times for everyone - faculty, students, college administrators, businesses, families. We've had a few weeks to adjust to a new normal and hopefully you’re making changes to your routine which balance what you know with all that’s new.

Have you contacted your professor and stayed connected with your classes? How have you adjusted your learning/studying techniques? Do you have a dedicated place to study? Have you developed a daily routine which finds you sleeping at set times while balancing studies, nutrition, activity and relaxation time? Please reach out and let us know how you’re doing. We’d really like to hear how you’re adapting. If you have any questions or concerns, we’ll listen and do our best to help you. We’re only an email away. Connect with us: Alicia or Deb.

Online Learning Tips – Adjusting how you learn

Get Organized
Take some time to get familiar with changes and the new online format for each class.
- Determine how you’ll access different parts of your class (live-stream, lecture capture, etc.)
- If the professor revised the syllabus, make a new calendar. Print or write out important due dates and tape it on the wall.
- Communicate regularly with each professor. Ask them how they want to be approached with questions- email, phone call, office hours? Ask how long you should expect to wait for a reply.
- Find out where to submit your assignments and how to take the quizzes or exams? Have you requested your testing accommodations? Do you have a place to test with little distractions?

Designate a study space.
- Keep this space organized and uncluttered.
- This space is not your bed or couch. Your brain is conditioned to fall asleep or relax in your bed or couch.
- Use this space just for studying.

Stay Focused
Avoid multi-tasking.
- Multi-tasking keeps your thinking at a shallow level. This will undermine critical thinking and analytical thinking.
  You’ll make more mistakes when multi-tasking.
- Focus on one thing at time and take regular breaks.
- Turn off online distractions. Use website blockers.

Capture interrupting or distracting thoughts.
- Whenever a random or distracting idea pops into your head, write it down on a piece of paper that is just for writing these types of ideas.
- Then return your focus to your academic work.
- Visit this list of distracting random ideas during your break and if you want to act on that idea, then schedule it into your daily calendar.
Think about your course work in three categories and plan time for each.

1. Professor’s shared academic concepts. This could include video lectures, reading assignments, video links, PowerPoints, office hours. Watch video lectures at normal speed and take notes. Pause as needed.
2. Assignments for a grade with a due date. Assignments are designed to support learning, so completing them should help you learn and understand the concepts that will be tested.
3. Independent learning is required to master concepts. You will be tested on these concepts. Schedule suitable study time.

Manage Your Time

Designate time for each class.

- Maintain the mindset that you have appointments with your schoolwork or a scheduled class time.
- POMODORO technique. Chunk your tasks and use a timer to help you stay productive. tomato timer
- Not sure how to set up a study schedule? This video may help you understand why cramming doesn’t work.

Create a realistic study plan.

- Create small goals for your study blocks. Be realistic. Consider the pomodoro technique explained above.
- Write daily plans down the night before or first thing in the morning. Post your schedule on a wall near your study space, in your planner, or fill up your Outlook calendar.

Keep a routine.

- Keep a weekly schedule. Don’t let every day become a “Saturday.” Stick to the professor’s schedule.
- Have a start time and an end time for the day.
- Keep regular eating, sleeping, and exercising routine.
- Designate time for relaxing and for fun.

Stay Productive

Adapt and be flexible.

- We are learning and adjusting to new situations. You may need to adopt new learning techniques, and this may take more time. You will grow from it. Stay connected with Ability Services if we can assist you with a concern.
- Communicate regularly by phone, text, email, video chat.
- Keep a long-term perspective - you will improve at managing your time at home and getting things done.

Find healthy ways to express your frustrations.

- Journal your thoughts for healing
- Share your feelings with a trusted individual or pet
- Exercise
- Be creative

Stay engaged and encouraged. - We just can’t stress this enough.

- Stay connected with family and friends.
- Focus on what you can control.
- Give yourself small rewards for staying on task or for completing a task.
- Take breaks from the internet and be physically present.
- Explore new interests, or hobbies, or read a book.

Stressed over COVID-19?

Feelings of fear, doubt, anxiety, and sadness are normal during a pandemic.

1. Stay connected – with family, friends, clergy, mentors
2. Cultivate calmness – reduce stress before you sleep, music, exercise
3. Improve your sense of control – focus on what you can change and accept what you cannot
    Modify how you view a “Good Day”
4. Remain hopeful – celebrate successes, even the small ones

Useful links:

Have a test coming up? Managing Test Anxiety
Anxiety happens to everyone in some capacity. 10 Ways to Deal with Anxiety