

YU GOT THIS

ONLINE STUDY TIPS



We Are in This Together

This guide includes tips and resources to support you in engaging in effective, self-directed online learning.

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Manage Your Time

Stick to a routine – While completing your studies from home, it helps to create some structure around your working day. If your online course does not have a designated lecture time, create one for yourself in your schedule. Try to wake up at your normal time, get dressed, and keep a regular schedule of study, meals, leisure time and wellness activities.

Stay balanced – Create a clear distinction between study time and leisure. It is extra important when staying at home all day to put boundaries around work time and create balance in your schedule, with time for studying and time for other activities that help you relax and recharge (e.g. exercise, connecting with friends, hobbies, etc.) If you live with others, talk to each other about your different schedules and what that will look like for the household.

Focus on one task at a time – When you multitask, you are likely to take longer to complete your tasks, make mistakes, and remember less of the material. When times are stressful, it's easy to get distracted and feel overwhelmed. Breaking things down into manageable steps and working on one task at a time helps you stay on track and get things done.

Space out your studying – Resist the urge to cram. For example, if you have 6 hours of work to do for one course, it will be more effective to work on that material for 1-2 hours over 3-5 days instead of all 6 hours in one day.

Be aware of your energy levels – Do you work best in the morning, afternoon, or evening? Schedule your most challenging tasks at the time of day that you work best.

Time Management Tools & Worksheets –
lss.info.yorku.ca/time-management-resources

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Set-up Your Study Space

Organize your materials – What will you need to get your work done? Compile all your course materials and supplies in your study space so that you have them nearby when needed.

Create a designated study space – When studying at home, it can be helpful to have a space you go to study that is separate from where you sleep or play (e.g., bed, couch). Whether you are at an actual desk, the dining room table, or in a comfortable corner; this can help you to get into the mindset of working while in your space and taking a break from thinking about schoolwork when you leave the space. If you do not have a designated space, once you've finished studying for the day, you can pack-up and put away your study materials to help create that division between work and play.

Create your study environment – Is your favourite study space outside of your home? If yes, what do you like best about it (e.g. seating, noise level, temperature, etc.)? Think about how you can create a similar environment at home.

Leave your study area when you take a break – During your break times, step away from your “office”, even just for a few minutes. Go into another room or take a short walk to clear your head so you can go back to studying refreshed.

Study Space Analysis Worksheet –

<https://lss.info.yorku.ca/academic-success-and-skill-building>

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Actively Participate

Find out how you can communicate with your professor and your peers – Will there be designated times where the class logs in together? Is the instructor hosting virtual office hours? What platform will you be using?

Participate in lectures and discussions – Take advantage of opportunities created by your instructors to engage in chats, discussion groups, quizzes, or other opportunities to participate. You can create your own online meetings and chats with classmates to continue the discussion.

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Stay Motivated

Intrinsic Motivation – Reflect on why you picked this course and what you find interesting about it. Getting excited about learning the material will help you to stay motivated.

Extrinsic Motivation – Use breaks and rewards as extrinsic motivators. After reaching your goal reward yourself with something that makes you smile.

- **Try the Pomodoro Technique for scheduling breaks and rewards** – Many students find using the Pomodoro technique helps their productivity, where they work for a set amount of time, for example, an hour and a half, followed by a set break, for example 15 minutes, then another hour and half, etc. Experiment with the times that work best for you. It could be a 50-minute work time followed by a 10-minute break, or 2 hours, followed by 20 minutes – it's up to you.

Pomodoro Technique –
francescocirillo.com/pages/pomodoro-technique

Be kind to yourself and others – Everyone's situation for studying and working from home will be different. Your responsibilities at home, your space, and how you're feeling that day will all impact your motivation. Practice empathy in working with others and engage in self-care activities.

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Stay Connected

Stay in touch with friends and family – If you are living apart, create a plan to stay in touch. You might set-up a regular phone call with a family member or schedule a virtual dinner with friends over video conference.

Stay socially connected with YorkU and fellow students while physically apart – Do you like studying with a friend? Are you working on a group project? Take advantage of video conferencing platforms like Zoom for both studying and socializing. Many campus organizations (Colleges, clubs, peer mentoring, peer tutoring, etc.) are also hosting great events you can join online.

Talk it out – During this period of change and adjustment you may be experiencing many emotions. Find a trusted listener and talk it out. Remember, we are all in this together!

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Stay Connected, continued...

Connect with campus resources – We may be away from campus, but we are open and ready to help! It doesn't matter if you ask the wrong office, we are happy to connect you to the right area. Here are some starting points:

- **Learning Commons** – How to virtually access York Libraries, Learning Skills Services, Writing Centre, Career Centre, and ESL Open Learning Centre
learningcommons.yorku.ca
- **Student Counselling & Development** – How to access services over the telephone
counselling.students.yorku.ca
- **York International** – FAQs for international/exchange students and York students abroad
yorkinternational.yorku.ca
- **Mental Health & Wellness at York** – Campus & community resource listings
mhw.info.yorku.ca/resources
- **York University Coronavirus Update and Information**
coronavirus.info.yorku.ca



Looking for more tips?

The team at Learning Skills Services is here to work together with you on building learning and study strategies to support your academic success. lss.info.yorku.ca

Adapted from:

University of Michigan - Adjusting your study habits during COVID
lsa.umich.edu/content/dam/rll-assets/rll-docs/Study%20Habits.pdf

University of Virginia - Distance Learning Help: Success as a Work-from-Home Student
<https://advising.virginia.edu/resources/coronavirus-homestudy/>