TIPS | FOR ONLINE LEARNING

Make learning from home the best it can be.

1 DISCONNECT.

Turn off your cell phone. Limit yourself to checking messages every couple of hours or so, not every two minutes.

2 FIND A QUIET, COMFORTABLE PLACE TO FOCUS.

Set yourself up where there is good lighting and a power outlet so your computer doesn't die on you. Choose a calm area with minimal distractions so you can focus. Use headphones to block out noise if necessary.

3 DIVIDE TASKS INTO MANAGEABLE PARTS.

People often procrastinate when a task seems too difficult. Break large assignments into smaller, more manageable bits. When a project seems less daunting, you are more likely to tackle it.

4 ALLOW YOURSELF BREAKS AND REWARDS.

Don't expect to concentrate on one assignment or project for three hours straight. If you feel your mind wandering, or notice you are not soaking up any more information, take a ten-minute break. Make sure you time these breaks to ensure ten minutes does not turn into an hour.

5 MONITOR YOUR TIME ON THE INTERNET.

Does "just 10 minutes on TikTok" become several hours? The simple solution is to set a timer. Give yourself a 10 minute break, and when those 10 minutes are over, get back to work.

6 DON'T MULTITASK.

Make a list. Do the first thing on the list and nothing else. If what you are doing takes more than 45 minutes, take a break for 10 minutes. Cross that task off. Do the next thing on your list. Cross that task off. Working like this will make you a lot more efficient than doing little bits of things all together.

7 WORK HARD, PLAY HARD, SLEEP HARD.

Plan activities according to your own rhythm. Many people find it easier to concentrate at certain times of the day; take advantage of this by setting aside these times for your schoolwork.