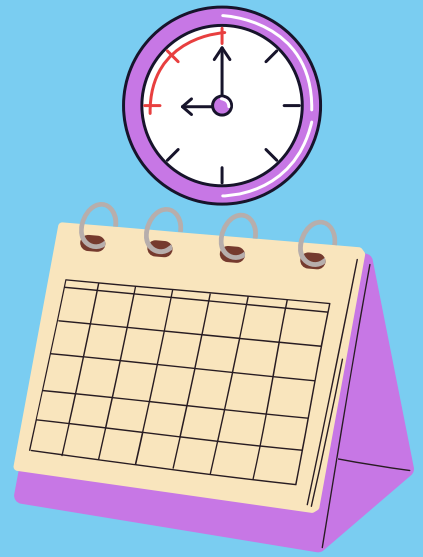


# TIPS FOR ONLINE SCHOOL

## TIME-MANAGEMENT

- Consider keeping the same hours as you would when you're at school.
- Create a daily schedule and daily to do list.
- Plan out all your upcoming deadlines on a calendar.
- Avoid last-minute rushes by setting mini-deadlines and work on upcoming assignments in little bits each day.



## STUDY SPACE

- Have a dedicated study space, and fill it with all the supplies you need.
- Set boundaries with anyone sharing your living space.
- Improve your concentration by managing common distractions (leave phone in a drawer away from you).

## STUDY SKILLS

- Ask questions: especially when things are unclear. Sometimes you can interpret online instructions in different ways.
- Consider having an online study partners or group to check in with, keep you motivated, and review concepts.
- After reading a set of notes or listening to an online lecture, summarize the main points for yourself.
- REVIEW, REVISE, REPEAT.



## SCHEDULE BREAKS AND DOWN TIME

Take screen breaks every 30 minutes stretch, look out the window, walk around. Leave regular relaxation time in your schedule every day to reduce stress and support your physical and mental health.

## REACH OUT FOR SUPPORT

- It is important to have the support of family and friends to help you accomplish your goal(s).
- Reach out to your teacher and other students to help you clarify instructions.
- If your stress is taking over your ability to learn, reach out to an adult in your life.



For more mental health resources check out:  
[Strathcona.ca/wellbeing](https://strathcona.ca/wellbeing)

Strathcona County's Mental Health Capacity Program is made possible through Alberta Health Services and Strathcona County

Sources: <https://www.ualberta.ca/current-students/academic-success-centre/resources/working-online.html>;  
[https://www.queensu.ca/artsci\\_online/sites/default/files/SuccessinOnlineLearningatQueens\\_0.pdf](https://www.queensu.ca/artsci_online/sites/default/files/SuccessinOnlineLearningatQueens_0.pdf)