

YU GOT THIS

ONLINE STUDY TIPS



We Are In This Together

As we work together to finish the Winter term away from campus, here are some study tips and resources to help you meet your academic goals.

1

Manage Your Time

Stick to a routine – While completing your studies from home, it helps to create some structure around your working day. 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.)

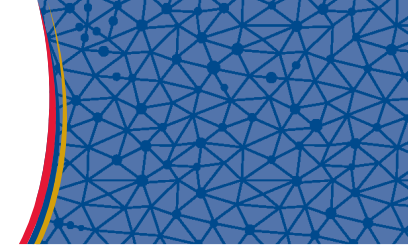
Focus on one task at a time – When you multitask, you are likely to take longer to complete your tasks, make mistakes, and remember less of the material. When times are stressful, it's easy to get distracted and feel overwhelmed. Breaking things down into manageable steps and working on one task at a 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 –
iss.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 – If you can, designate a space at home that is just for studying (avoid your bed or couch). This will help you to focus on work and balance time for both 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, better yet, take a short walk to clear your head so you can go back to work refreshed.

Study Space Analysis Worksheet –
lss.info.yorku.ca/files/2018/08/Study-Area-Analysis.pdf?x62843

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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

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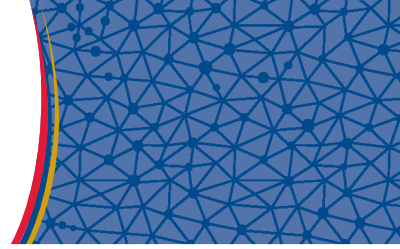
Stay Connected

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.

Social distancing doesn't mean you have to be antisocial – You can initiate online study groups and video calls through apps like Zoom (because the app recently lifted the ban/limit on having unlimited time to schedule meetings/use their service), or Facetime, etc., where you can socialize.

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

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/>