

Remote Learning Tips

1. Make a schedule

- a. **Map out exactly when you are doing which tasks on a calendar (physical or digital).** Start by filling in events that are required at certain times. After that, fill in when you are going to complete tasks that need to be completed, but can be done any time. Finally, fill in the breaks, rewards, rest, fun, exercise, etc. Treat classes like a real, live course with regular meeting times for lectures.
- b. **Plan in buffer.** Sometimes tasks take longer than planned, so make sure you are keeping some extra time in case things need more time.
- c. **Be realistic.** When building a schedule, make sure it fits you and your needs. Planning too optimistically will likely result in failure, frustration, stress and struggle. It is better to finish early with extra time than finish late or run out of time.

2. Use Time Management tips

- a. **Set a timer-** Based on your schedule, if you planned an hour to complete a task, set a timer for 60 minutes. This will give a deadline to complete the task by as well as motivation to keep focused and work hard to keep a good pace. Using timers for your breaks is also a helpful way to get you back to work once the break is over. One popular method is the [Pomodoro Technique](#).
- b. **Plan your breaks-** You know yourself best, so plan your time based on whatever schedule makes you the most efficient. Some people like a break every hour, some need more shorter breaks while others like to “get in the study groove” and study in large chunks of time.
- c. **Know yourself-** Plan your breaks accordingly, make sure to study where your brain can focus, study hard content at times of day that your brain is most alert, make sure to go to bed at a healthy time to ensure focus the next day.
- d. **Transition Time-** Remember to include “transition time” when you are switching tasks or locations. If you finish writing a paper at 4:00, you will not be ready to start watching a lecture at 4:01.
- e. **Other tips at:**
http://www.kumc.edu/Documents/counseling/Time_Management_Tips.pdf
http://www.kumc.edu/Documents/counseling/Time_Management_Guidelines.pdf

3. Create a space for learning

- a. **Designate an area exclusive to learning/studying.** Don't study in bed, or on the couch where you watch TV. Make a space designated to focus. Make a home office in a room or corner of the room. Or clean off your kitchen or dining room table off to make room for schoolwork.

- b. **Remove distractions.** Turn your phone OFF or move it to another room. Research shows a significant reduction in productivity when its within eye (or ear) shot. Block apps or websites that you tend to move you off task. Consider headphones or earplugs if you study environment has extra noises.
- c. **Communicate with “Interruptions”.** Communicate with those people around you about the times that you are studying and need to not be interrupted. Make sure to reserve time in your schedule to connect with those people at a designated time.

4. Check Communications Regularly

- a. Your school and instructors will be frequently communicating details and information more often during this time. As new assignments or details arrive, update your calendar or to-do lists so you do not miss assignments. You will need to maintain a certain amount of flexibility since new details are always coming in and things shift as information is learned. Make sure to check all the various ways of communicating in case it is posted on a portal or calendar but not emailed.

5. Network with peers

- a. Use Skype, Facetime, Zoom or other web programs to connect with peers to study or help keep each other accountable. Many of these options allow you to share documents or use a digital white board that you can use to study content together even if not in the same physical space.

6. Stay up to date

- a. This is not a break or extra time off; you need to make sure that you are staying on top of your content. Complete all work as soon as possible and plan as if everything will be due the day you return. Anticipate that there will be a lot of new assignments upon your return. You will not want previous assignments still needing to be done once you get new assignments.

7. Ask for help

- a. Peers- If you need some accountability or a study buddy, reach out to your peers and plan on regular digital check-ins.
- b. Instructors- Email, call, video conference with your instructors if you have questions about assignments or content. Ask questions if you do not understand something. Waiting until you return to ask is not an excuse for being late.
- c. Education Support- Our learning Specialists are available for questions or video chats to help you determine how to study or be a remote learning student. Email us at edsupport@kumc.edu or schedule an appointment (online/video) at <https://medconsult.kumc.edu/>.