GET DRESSED
If you are feeling lazy, trying to work in your pajamas is not going to help. It makes it so much easier just to tumble right back into bed. Take a shower, get dressed, and have breakfast. Being in “work” mode can help you get going.

TAKE BREAKS
You will feel more motivated when you’re not suffering from burnout. When your brain no longer seems to be functioning or you feel drained, get up to take a 10 minute break and move around. Taking breaks and moving your body can increase productivity when you return to work.

EAT AND SLEEP PROPERLY
You can’t function if you’re running on fumes. Get enough sleep and eat healthy meals regularly. No one can focus without either of these things. Make sure you give yourself enough time to give your body what it needs so your brain can function well.

STAY POSITIVE!
Try to keep an open mind and positive outlook. Both can help you keep going when you want to procrastinate on an assignment or don’t feel like logging in to attend a lecture. If you try to stay positive throughout your online course experience, you’ll find it makes everything a little easier.

CREATE A SUITABLE STUDY SPACE
Creating a study space will help foster good work habits and make you feel more motivated. It is a good idea to reserve this space solely for studying. This will help you get into “study mode” faster, avoid distractions, and focus on your coursework.

SET A CONSISTENT SCHEDULE
You’ll notice beneficial productivity improvements when you create and stick to a schedule. There’s no perfect schedule. It has less to do with the specific time you study and more about having a level of consistency with it.

ELIMINATE DISTRACTIONS
Getting rid of distractions (phone notifications, chat windows, online games, etc.) is one of the fastest ways to improve your productivity. Make sure that you are able to focus exclusively on the task at hand in order to utilize your time wisely and achieve the best results.

MANAGE YOUR TIME WISELY
Getting rid of distractions (phone notifications, chat windows, online games, etc.) is one of the fastest ways to improve your productivity. Make sure that you are able to focus exclusively on the task at hand in order to utilize your time wisely and achieve the best results.

ACTIVELY PARTICIPATE
It may feel like you are learning on your own, especially since you can’t see any of your classmates in person. However, that’s not the case. Engage in discussions, read your emails, ask questions, and be an active participant in your courses. Ultimately, you get out of this what you put into it.

KEEP AN OPEN MIND
Be patient with yourself and others as you get accustomed to e-learning. By embracing this online learning opportunity, you’re doing your part to keep the Coronavirus curve flat and you can feel good about that!