TIPS FOR NAVIGATING
ONLINE LEARNING

EFFECTIVE TIME MANAGEMENT STRATEGIES

- Have a defined schedule, hold yourself accountable, and set goals
- Share your schedule with others
- Revisit your revised/updated syllabi
- Try the Pomodoro Method for effective studying

TAKE NOTES

- Make sure that you continue to take meaningful notes
- Fill in any gaps in your notes by comparing your notes with the textbook or emailing your professor with questions that you have

CREATE A STUDY SPACE FOR YOURSELF

- Designate a specific area in your living space for attending classes and studying
- You want to try to find a place that is comfortable for you where you can sit for extended periods of time
- Since you may be sharing the space with others, try to find an area with minimal traffic flow, and eliminate noise with noise cancelling headphones or ear plugs, if possible

CREATE A STUDY GROUP

- If you prefer to study in groups, you can create group study sessions via Zoom, FaceTime, Skype, Google Hangouts, WhatsApp, or WeChat.
- Try to meet on a regular basis and share tips and strategies that you have used to cope with this new, unprecedented situation.

ELIMINATE DISTRACTIONS

- Put phone on do not disturb/airplane mode and turn off notifications
- Consider using *"ScreenTime"* or other apps to set time limits on specific apps or *"Forest",* which is a productivity app that allows you to grow a virtual forest as you complete your goals
- *"Stay Focused"* is a Google Chrome extension that restricts the amount of time you can spend on time-wasting websites
- *"SelfControl"* is a free application for macOS, which blocks access to websites that are distracting

BU Educational Resource Center

@BUERC   @BU_ERC