ORGANIZATION AND TIME MANAGEMENT

- **Start Right Away**
  - Allow yourself time to figure out new software and online assignments
  - Plan for setbacks or technical difficulties
  - Allow extra time for reading, class preparation, and assignments

- **Create A Schedule**
  - Set a schedule to stay organized and stay on-track
  - Create a calendar so you can easily see your schedule
  - Schedule specific daily study hours

- **Be Aware Of Changes**
  - Check CANVAS daily for updates and changes
  - Due dates and assignments may have changed
  - Check out the updated schedule and note new deadlines and tasks

ONLINE CLASSROOM AND STUDY TIPS

- **Create A Study Space**
  - Create a space that is comfortable and allows you to focus
  - Minimize distractions
  - Turn off your phone; disallow pop-ups and messaging

- **Interact With Your Classmates**
  - Contact LTS for information on how to interact virtually with classmates
  - Find a ‘Study Buddy’, form study pairs, or create a study group
  - Set up meetings and times to share ideas and discuss information

- **Stay In Touch With Your Instructors**
  - Take advantage of virtual office hours set up by your instructor
  - Use technology to stay in touch
  - Examples: Email, Zoom
  - Check with your professors for their preferred method of contact

- **Watch Video Lectures Carefully**
  - Treat virtual course videos like classroom lectures
  - Take notes while you watch
  - Repeat or pause the video to ensure you get the information

MOTIVATION AND PERSISTENCE

- **Set Goals**
  - Goals help you stay on track and show progress
  - Break large tasks into smaller chunks, then set daily goals and reward yourself when you reach your goal
  - Keep your goals and calendars visible as quick reminders

- **Enlist Help**
  - Tell a study partner about your goals to help you stay accountable
  - Reach out to family, friends, professors, or your advisor for support
  - Don’t be afraid to ask for help

- **Be Patient**
  - Give yourself time to get used to online learning
  - Keep track of what you’ve learned to help you see successes
  - Use your personal strengths, resources, and support system

TAKE CARE OF YOURSELF

- **Take Breaks**
  - Don’t try to tackle everything at once - pause and take breaks
  - Give yourself time to acclimate to this new environment
  - Allow yourself time to regenerate and get used to a new schedule

- **Use Coping Strategies To Deal With Stress And Anxiety**
  - Stay physically active
  - Stay connected to family, friends, classmates
  - Find things you enjoy and give yourself permission to do them
  - Take a break from news and current events
  - Practice mindfulness and meditation to help you relax
• Relax And Meditate
  • Find a quiet place
  • Visualize yourself at peace
  • Take a deep breath, and slowly exhale
  • Repeat until you feel calm and relaxed

• Mindfulness 5-4-3-2-1
  • Relax and visualize the following:
    • 5 Things you see
    • 4 Things you hear
    • 3 Things you can touch
    • 2 Things you can smell

UNIVERSITY RESOURCES

Note: Services listed below are normally offered in-person. Please consult the websites below for information and updates and instructions for virtual options. Click Ctrl and the link to open the website.

• Health And Well-Being
  • Campus Updates – Information on campus closings, Coronavirus updates and FAQs, financial resources, LTS updates
  • Campus Well – Provides information on health and wellness, stress relief, study tips, counseling services, and much more
  • Counseling Services - UW-Eau Claire Counseling Services is a place on campus where you can find someone to talk to when you're feeling hopeless, lonely, depressed, confused, upset over a relationship, or just plain stressed
  • Health Clinic - Student Health Services offers clinic appointments to students currently enrolled in classes

• Academic Resources
  • Academic Skills Center - The Academic Skills Center offers peer tutoring and Supplemental Instruction (SI) for all students in many language courses, physical science courses, and social science courses
  • Math Lab - Offers tutoring in various math courses
  • Center for Writing Excellence - Offers one-on-one assistance at any stage of the writing process
  • Academic Advising Center - The Advising, Retention and Career Center provides centralized support for students
  • LTS Help Desk - Offers technical support and assistance to students

ADDITIONAL RESOURCES

• CDC on Mental Health - Online resource for dealing with anxiety and stress
• Free Learning at GCF Global - Offers tools and assistance on a variety of subjects