

# Setting up for Success – Studying Remotely

# what we'll talk about today

Pros and Cons of attending school remotely

Preparing your space

Some strategies and suggestion on how to be  
successful

## Positives

- + Flexibility
- + No commuting/reduces carbon footprint
- + Better manage work-life balance
- + Working in your own space can foster productivity
- + Can reduce distractions=increase focused time
- + Prevents spread of germs

## Negatives

- Feeling isolated
- Fewer opportunities to share information
- Technology/WiFi issues
- Difficulty staying on task/Distracted by home environment
- Blurring of boundaries
- Difficulty transitioning out of school or work mode

# Getting Started

## Set up your study space:

- Dedicated desk/area
- Laptop
- Books/reference materials
- Pad of paper
- Writing utensils
- Surge Protector
- High Speed Internet (wired is always preferred)
- Lighting
- Phone
- Place for beverage and gadgets



# Check your internet

- Who is your ISP? (internet provider)
- How are you connecting to the internet?
  - It is ideal to use an ethernet cord when connecting to the internet for work. This may not always be available, if you can not connect to the internet with a wire, you will need to use your Wi-Fi.
- Checking bandwidth/Internet/Wi-Fi speed\*    [www.Speedtest.net](http://www.Speedtest.net)
- Do you know where your modem is?
- Is there any IT support available to you?

# Addressing the negatives

## Concern

### Difficulty focusing



## Strategy

- Limit distractions
- Create a routine
- Schedule short breaks and a timed lunch
- Get up and stretch
- Use your alarm on your phone
- Don't have so many windows open (email, excel, word, etc)
- Use the digital wellbeing tools on your phone.
- When are you the most productive?
- Create a daily to do list of 5 tasks or 5 goals for the day
- Try the Pomodoro Technique\*



## \*Pomodoro Technique

1. Pick a task
2. Set a time for 25 minutes and start working
3. When the timer rings, take a 5 minute break. Get up and stretch, get a coffee or water.
4. Return and repeat steps 1 to 3.
5. Every 4 cycles, take a 25 minute break

Why it works:

- It's easy
- Can be done anywhere
- Doesn't require an APP or any tool other than a timer

*\*Reference: The Pomodoro Technique by Francesco Cirillo*

# Addressing the negatives

## Concern

**Feeling isolated**

## Strategy

- Schedule time to connect with your classmates, friends, or colleagues regularly
- Join a group project, agree to be on a committee, or join a club
- Make phone calls or use facetime
- Keep a schedule
- Make sure to have variety in your day
- Make time for something you enjoy doing
- Call WellConnect

# Addressing the negatives

## Concern

**Disconnecting and transitioning out of school or work mode**

## Strategy

- Your start time and end time should be the same every day
- Change the scenery
- Set boundaries/shut it down!
- Turn off email notifications
- Put your phone on silent
- Do anything else: go to an exercise class or gym, a hobby, read, listen to a podcast or music

# Quick Checklist

- ✓ Get ready for work every day (no working in your PJs!)
- ✓ Let family and friends know being at home doesn't mean you are at their disposal.
- ✓ Use Chat and collaboration tools regularly (Google Hangouts, Skype etc.)
- ✓ Take breaks and stretch or even a short exercise routine such as walking.
- ✓ It's okay to do laundry or dishes, remember to set an alarm to get back to work
- ✓ Create a daily routine as much as possible.
- ✓ Treat school like a job
- ✓ Do what works best for you!

# References

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<https://www.npr.org/2020/03/15/815549926/8-tips-to-make-working-from-home-work-for-you>

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# WellConnect for students and their household members

With WellConnect you have access to free and confidential:

- 24-hour telephonic support from licensed mental health professionals
- Free short-term counseling
- Professional help to address emotional stressors, test anxiety, relationship issues and more
- Legal and financial consultations
- Referrals for things like housing, utilities, childcare, and other local resources
- Health and wellness consultations
- The WellConnect website: <http://wellconnectforyou.com>

**Contact us 866-640-4777**



## Utilize great resources from WellConnect!

### The WellConnect website offers no-cost services to help:

- Handouts, short videos, and recommended apps to help you feel more resilient and calmer in anxious and hard times
- Work/Life referrals for childcare, eldercare, household tasks, and more
- Current and validated information and resources for COVID-19
- Legal and financial information
- Screening tools for anxiety, depression, resilience, and more
- Health information
- Check out the recipes, fitness information and many other resources to help to make this time more productive

<http://wellconnectforyou.com>

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Thank you for being with us today.