Distance Learning Tips

ADJUSTING TO DISTANCE LEARNING

Structure Your Time
It can be easy to feel overwhelmed and disorganized when you don’t have a set schedule with places you need to be. Developing a daily routine will help you feel more in control and stay on track.

Get Organized
If possible, create and organize your study space. Try to find a quiet area at home where you can study without interruption. Keep a planner to stay on task of schoolwork.

Focus on One Task at a Time
Make a list of your assignments in order of priority and complete one at a time, focusing on the easiest assignments first. This can help you feel more organized and in control, while giving you a greater sense of accomplishment.

Take Frequent Breaks
Make time for exercise or self-care every day to break up your day and maintain motivation and energy.
Staying motivated while engaging in distance-learning is essential to reaching due dates and accomplishing your goals. These tools may help you adjust.

### SET SMART GOALS

- **Specific**: Write down your goals in detail.
- **Measurable**: Track progress with measurable outcomes.
- **Attainable**: Set realistic goals. Do you have tools and resources to attain them? Ask for help.
- **Relevant**: Make sure your goals are relevant to your responsibilities.
- **Time-Based**: Specify deadlines & due dates.

### MONITOR, REWARD, ACCOUNTABILITY

- **Monitor**: Keep track of progress. Seeing and acknowledging will help boost your self-esteem and motivation.
- **Reward**: Reward yourself for completing tasks and taking steps towards achieving your goals.
- **Accountability**: Ask for help and share your goals. Meet up with classmates by phone or online to keep you accountable.

### PRACTICE SELF-COMPASSION

Adjustment takes time. Have patience with yourself & don’t give up.

COUNSELING CENTER STAFF ARE AVAILABLE FOR ASSISTANCE.

**(410) - 704 - 2512**

MONDAY - FRIDAY | 8:00 AM - 5:00 PM