

# Remote Studying Tips by Study Coaches

## 1. Follow Your Goals

It's important to recognize your own goals and tasks. Think about how much time you need for your goals and how you need to act. Mark the return dates of the tasks on your calendar and schedule your days appropriately week by week. Managing the overall picture removes stress. You can move forward and confidently track your progress towards the deadlines.

## 2. Divide Days and Weeks into Parts

The study schedule associated with your studies will give your day a good structure. It's useful for tracking progress. However, not all work can be pre-scheduled. Decide for yourself when and in what order you work on things, as long as you do! Having a regular rhythm for the day; for example, sitting down at a desk to work can produce good results. You can combine your daily rhythm with study techniques such as the Tomato Technique (Pomodoro)!

## 3. Check Your Schedule

You'll progress in your studies normally even if you study remotely. You set your own goals and you will achieve them, even though not visiting the campus. So, check your schedule regularly to keep track of the classes you need to attend. Get up from bed, stop everything else and participate in lectures remotely. Remote studying isn't a vacation! 😊

## 4. Organize a Good Working Space

Work requires its workspace. Once you know where you work, then you can also define your own state for your free time and being. Arrange a table and chair for yourself - or more ergonomically, a standing table made from banana boxes, for example - and give your work its own place. A comfortable workstation provides a great benefit for working.

## 5. Check That Your Equipment is Up to Date. Use Them!

You need a computer to study, mobile devices are not enough. During remote studies you also need a webcam, headphones or speakers, and a microphone. It is important that you actively participate during teaching: you look at the screen and you hear the lines as you would during contact teaching. So, turn on the camera as instructed by your teacher - and especially when you're talking.

## 6. Separate Study Time from Everything Else

The world is full of temptations. Social media entices you to follow updates and your headphones stream the latest chart-topping hits non-stop. It requires a little self-discipline to mute the phone, turn its screen against the table, and not open any extra applications on the computer screen. But it's worth it!



## 7. Be Active During Lectures

Remote lectures correspond to contact hours: during the lecture you listen, take notes, participate in discussions and group work. You can also ask clarifying questions. The more actively you participate in teaching, the more you will learn and get out of things. During the lesson, you will also learn online etiquette for both study and work life. You can ask to speak, use reaction functions, chat and use the camera and microphone.

## 8. Students Form A Community

Participate in lessons by actively listening to and commenting on the teaching and the thoughts of others. Distance learning and distance interaction require more concentration than live learning, so support each other: smile and nod to the camera. Take advantage of these meetings too: you'll meet your friends, and you are not left alone.

## 9. Strength in Community

Nothing says you to study alone. So, agree on a schedule and assignments with your fellow students. Instead of cafes and libraries, you can work through video calls. Facetime, Zoom, Teams, Google Drive and other distance learning programs and applications that are made for just these kinds of things. Stay in touch, stay tuned and have fun with your friends.

## 10. Studying Requires Energy

Studying is hard when you're hungry. Eat breakfast before the lessons begin. Make yourself a delicious meal for lunch. Follow the plate model, your level of alertness will remain optimal even in your afternoon studies. Don't forget to have a snack when you're feeling peckish!

## 11. Even Clothes Matter!

Leisurewear is nice! You should wear a comfortable outfit when you start your day. Sleepwear is for sleeping and a business suits are for work. Shower in the mornings to feel refreshed before you take on the tasks of the day!

## 12. Exercise is Refreshing

The brain cannot actively cope without breaks. Lunch and snacks give you the energy you need for the day. Exercise and outdoor activities especially give you lots of energy too! Put on a jacket and have a little stroll around your neighbourhood. Enjoy the cheerful breeze, soak up the sun and feel the empowering effect of oxygen in your lungs! Swing your arms, lower your shoulders, jump over rocks for fun!



**13. Keep Your Home Clean**

Students have the cleanest homes, right? It's easy to postpone working when the dishes need cleaning and the floor needs vacuuming. It's best to get rid of chores in the evening so they won't distract you the next day.

**14. The Days Are Not All Just Study**

A day includes sleep, study and other work as well as social life, eating and hobbies. Once you have studied effectively, you will have time for everything else, and your conscience will not bother you. There is time for everything.

**15. Ask for Help**

If you need help, talk to your fellow students, lecturers or study counsellors. There's no need to feel pressure about it. Courage is to admit to yourself that you cannot do everything alone. Wisdom is to ask for help. Don't be left alone with your worries!

**16. Reward Yourself**

When you find that you have accomplished your plans and achieved your goals — small or large, let yourself notice it. Pat yourself on the back, congratulate yourself out loud and do something that will bring you joy. Life is sometimes a bumpy ride. Climbing up a hill can be exhausting, but the view from the top is nice: I did, I succeeded!

