BEGIN YOUR DAY EARLY
It’s a good way to keep yourself motivated!

USE A CALENDAR/PLANNER
Regularly check assignments, deadlines, and announcements. This will help you stay organized, but most importantly up-to-date.

Self-direction and motivation are important. Be proactive in self advocacy.

DO NOT BE AFRAID TO EMAIL YOUR PROFESSOR WHEN IN DOUBT.

Get comfortable using zoom and try to learn how it functions.

UTILIZE ALL AVAILABLE RESOURCES!
Whether it be online tutoring, mentors in class, professor’s office hours, and your classmates, take charge of your own learning.

TAKE TIME TIME TO FIGURE OUT HOW EACH PROFESSOR USES CANVAS, AND WHERE THE ASSIGNMENTS CAN BE FOUND.

AVOID DISTRACTIONS
Limit phone usage and clear away clutter that may possibly serve as a distraction.
**BEGIN YOUR DAY EARLY**
It’s a good way to keep yourself motivated!

**GET READY!**
Look good, feel good. Switch from pj’s to everyday clothes.

**USE A CALENDAR/PLANNER**
This will help you stay organized and most importantly up-to-date.

**CREATE A DISTINCT WORKSPACE**
Finding a small space to do work could potentially help your concentration.

**AVOID DISTRACTIONS**
Limit phone usage and clear away desk clutter that may possibly serve as a distraction.

**GATHER MATERIALS**
This helps you get started and feel prepared.

**CARVE OUT TIME TO DO PRACTICE PROBLEMS**
The more practice you get, the better and more prepared you become.

**TAKE BREAKS**
Online= constant screen time. Give yourself the proper care physically and mentally.

**CHECK IN**
Regularly reflect on your schedule; Is it working for you? Why or why not?

**GIVE YOURSELF THE CREDIT YOU DESERVE!**
Online classes are no joke especially when you’ve never taken them before. Each day is something to be proud of.
SPRING '20 LEAD PROJECT ICS2B: A STUDENTS GUIDE TO CREATING ONLINE COMMUNITIES

SET UP MEETINGS AROUND STUDENTS COMFORT TIME FRAME

COMMUNICATION WITH PROFESSORS AND WITH FELLOW STUDENTS IS KEY

TRY TO MAKE AT LEAST 1 NEW FRIEND IN CLASS EVERY WEEK.

TRY TO DEVELOP A RELATIONSHIP WITH THE STUDENT. THIS IS EITHER BY CONNECTING OVER THE PHONE OR BETTER IF IT IS A VIDEO CONFERENCE WHERE YOU CAN MAKE EYE CONTACT WITH THE PERSON.

BE AS CLEAR AS POSSIBLE IN EMAILS SO THERE AREN'T ANY DELAYS IN GETTING THE HELP AND ANSWERS YOU NEED.

MAKE SURE TO HAVE AT LEAST ONE PERSON'S CONTACT FOR EACH CLASS.

IF YOUR INSTRUCTOR HASN'T ENABLED (PEOPLE) ON CANVAS SUGGEST THAT HE/SHE DOES SO, IT IS MUCH EASIER THAT WAY FOR YOU TO CONTACT OTHER STUDENTS.
**Self Care During Isolation**

- **Get a Good Night's Sleep**
- **Create Morning Ritual**: Version of your own commute to transition to work/study time. You can use this tie to workout, eat breakfast, and just things you would normally do before you leave for school.
- **Take Breaks**
- **Set Realistic Goals**
- **Celebrate the Small Wins and Accomplishments**
- **Stay Active**
- **Create Rewards for Yourself at the End of the Day to Look Forward to Whether It Be Facetiming a Friend or Watching A Show.**
- **Listen to Uplifting Music or Reduce News Consumption**
- **Give Yourself Love and Applaud Yourself**
- **Practice Kindness and Gratitude**