



# Hacks for Success as an Online Student



## Establish a Routine

The best way to set yourself up for success is to plan for it! Wake up at the same time every day and ready yourself — emotionally, physically and mentally — as though you were heading to class. Avoid the temptation to live in your sweatpants or leggings. Know the times of day that you're most productive and plan to complete your more demanding tasks during that time. That 19'-20' agenda that you bought back in August and then abandoned? Take it out and use it! Make it fun. Build in leisure time, activities, social connection, etc. Don't over-schedule yourself; plan something sustainable and conducive to your daily functioning.



## Study Like It's Your Job

Functioning well as an online student requires self-discipline. Your job is to be a student, so treat your approach to online classes the same as you would approach work. Clock in, be productive, and clock out. That means, showing up for lectures — either live on a streaming platform or tuning in at the times your lecture would typically be scheduled. Contact a friend who is in your class and hold one another accountable.



## Create a Work Space

Now is the time to channel your inner interior designer. We are more likely to engage and less likely to feel anxious or scattered when we're operating in a clean, clutter-free environment. Designate a study space and only utilize that space for study: not your bed, not your family room, and if you can avoid it, not your kitchen table. Decorate your study space to your liking. Make it functional. Ensure it's distraction-resistant. Break up work into small chunks and create a "first/then" model (i.e. "First, I will study for 30 minutes, then I will eat/log into social media for 30 minutes").



## Set Boundaries

Make sure that you're forthcoming about your responsibilities as a student with family members or roommates. Just because you're home, you cannot be accessible at all times. That means, when it's study time, you are to be left alone to study. Clear communication up front regarding your expectations and needs surrounding online schooling will prevent potential conflict later on. Be clear about times that you're working and times that you're available to hang out or help around the house.



## Know When to Quit

For some students, it may be tempting to work around the clock. When you've "clocked out" for the day, that means you're dunzo. Resist the urge to check emails, work on assignments or read if it's outside the time you've allotted for yourself. You will burn out quickly if you do not distinguish your school life from your everything-else-life.



## Use your Resources

No online student is an island. Your professors are still maintaining virtual office hours and so is your friendly neighborhood Learning Center and IT services. If you are unsure about an assignment or have questions about your virtual academic plan, contact your professor. They are available to help! Apps like FocusBooster, 2Do, Prezi, iStudiez, and Forest are helpful, inexpensive tools for optimizing time management, focus enhancement, note taking and organization. As always, if you need writing support, time management help, study skills, tutoring, or disability services, the Learning Center is in full operation at [rwc.roberts.edu/learning-center/](http://rwc.roberts.edu/learning-center/) and we are eager to assist you.