# Plan for online learning and work

Fill in. Post in a prominent place. Revisit regularly 😊

<table>
<thead>
<tr>
<th>How I take care of my <strong>physical</strong> health</th>
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<th><strong>My goals</strong></th>
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<th><strong>My work space</strong> and how I set boundaries</th>
<th><strong>How I minimize distractions</strong></th>
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- You can choose the timeline to use for each section, e.g., daily, weekly.
- There are excellent, detailed resources online, such as: [https://students.carleton.ca/2020/03/top-ten-tips-to-study-online/](https://students.carleton.ca/2020/03/top-ten-tips-to-study-online/)
- Icons from Freepik, Kiranshastry, Nikita Golubev, Kiranshastry, Catkuro, and Eucalypt from Flaticon
- Suggestions for this short guide are welcomed!
# Plan for online learning and work – Explanation

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<tr>
<td>• It’s important to take care of our physical health</td>
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<tr>
<td>• Take breaks, go for a walk, find a new exercise or sport</td>
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<tr>
<td>• Schedule self-care into your daily schedule</td>
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<tr>
<td>• Stay connected and take time to celebrate all that has worked OK during this transition even though it wasn’t perfect.</td>
<td></td>
</tr>
<tr>
<td>• <strong>Recommendations</strong> from therapist Amanda Carver and <a href="https://www.uottawa.ca">uOttawa</a></td>
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## My goals

- This [Growth & Goals module](https://students.carleton.ca) explains how to set SMART goals and become a more proficient learner. SMART = Specific, Measurable, Accountable (e.g., to a friend!), Realistic, and Time-defined
- Mini-deadlines can help you stay on track

## My work space

- Find a work environment that works for you (as well as possible). Some prefer quiet, others prefer loud. It’s also okay to move around.

## How I minimize distractions and set boundaries

- My distractions: social media, I suddenly do many chores, read the news over and over again, food
- I love my parents... but they interrupt
- Read: “Deep work”
- Mindfulness (see [Growth & Goals](https://students.carleton.ca))

## Where I find resources, and people I can talk to

- Resources could be for your health, course, or others.
- People could include friends, asking your teaching assistant or professor for help, etc.
- Help your instructor by engaging in class discussions (even a thumbs-up helps!)

## My schedule

- Plan your schedule: [LINK](https://students.carleton.ca)
- Try out a new time-management technique, such as the [Pomodoro technique](https://students.carleton.ca)
- You can use any tech/tool for your schedule, not just this space.
- Stay disciplined. Falling behind makes it harder to reach your goals

## My tasks

- Setting smaller tasks will help you reach your goals
- Regularly checking your email and course pages will help you stay on top of things
- Look ahead in your schedule: prepare for upcoming events
- Practice writing an exam

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**Plan for online learning and work – Examples**

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| • Example: Run 2x per week  
• Workout virtually (e.g., [GNAC](https://students.carleton.ca/2020/03/top-ten-tips-to-study-online/)), free apps  
• Get outside into nature (or at least some fresh air)  
• Add new health habits (e.g., walk at lunch) | • Walk the dog, cook a new meal, learn the guitar  
• Reward myself after a study session  
• Take a break when I need to, meditate  
• Stay social, go into nature  
• Start a gratitude journal, being self-compassionate |

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| • Stay focused during synchronous classes and while studying by closing other browsers and putting my phone on silent  
• It’s okay to let go of certain goals | • This [Growth & Goals module](https://students.carleton.ca/2020/03/top-ten-tips-to-study-online/) explains how to set SMART goals and become a more proficient learner  
• Take social media and news apps off my phone, limit app time, use an app (e.g., “Focus”)  
• Tell family members what my work time is and that I need the uninterrupted time  
• Use head phones, make a “work playlist”  
• Drink water |

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| • Stay connected  
• I can always talk to these people: __, ____, ____ | • Walk the dog  
• Cook a new meal  
• Reward myself after a study session  
• Take a break when I need to  
• Call a friend to say hi  
• Explore the technology being used in the course |

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