How to Learn at Home (online)

Suggestions to keep yourself from being overwhelmed

The following are some ideas to help you manage your online learning at home. These are just suggestions that you may find helpful to fully use or use parts of it or modify it to suite your needs.

Learning at home and getting instructions online may be fun for some people but for others it can be quite overwhelming and disconnected.

It's not magic to change all the habits you used to have and to disconnect from the people you used to hang out with all the time. It is a process and it'll take time.

Here are some things to think about when trying to manage your learning at home and online.

DISCLAIMER – this may not work for you, but if you can take elements of it and use it, then you can be more productive and less overwhelmed.

Break Down The Elements

1. Physical Environment
   - The physical space

2. Time management & Motivation
   - Routines and tools to help productivity of each day

3. Organization
   - Tools to keep on top of due dates and electronic communication

Physical Environment

1. Set up a SPACE
   - Physical Space – clear of clutter
   - Tell family members about this space
   - Space should feel safe and prepared for work
   - Keep Distractions away

2. Make- Shift space
   - Make temporary space available for a period of the day

Physical Environment
Set up a physical space at home that is designated for school work
Try to have the space away from family activities
Have the space decluttered from non-essential things
Keep any distractions away from this space
When you enter this space you should feel safe and focused.
Troubleshoot (if you don't have this space available in your house)

 Can there be a make-shift space? For example, can your dining room table or a corner of your house where there is any table be used certain times of the day? You can move your school things in the space for a period of time then pack up after you're done.

 If there are family activities or siblings, who disturb this space, can you have a talk with your family to see what time of the day that space can be yours to use? -Even if it's for 30min/day.

1. PHYSICAL ENVIRONMENT CHECKLIST

The list below is one that can help you set up an area of the house for your school work. You do not NEED to check off all of it, just he ones that you can.

- ☐ Desk in well lit area
- ☐ Quiet
- ☐ No distractions – No phone if not necessary
- ☐ School supplies needed for the day close by
- ☐ Water and snacks close by
- ☐ Sing on the door saying "Do Not Disturb"
- ☐ Family members know the space and time your are there
- ☐ Clear of clutter you don't need

Time Management & Motivation

1. Set up a routine for your day
   - Realistic to your life and your family's life
   - Healthy for the body, mind and soul
   - Productivity in mind
     - Have major and important activities planned first
     - Break up with breaks that nourish the mind, body and soul
   - Take a Chill pill
     - Not everything is about school
     - Do things that you enjoy doing every day

Time management & Motivation
ROUTINE – get one!
Set up a daily routine at least for the weekdays.

Set up alarm daily in the morning (a time that is realistic for you)
Have breakfast
Go for a walk if you like/check your social media if you like

(DO NOT engage in activities, which drain your energy or require your attention for the next few hours – ex. DO NOT go for an intense run, if you know that you're going to need a nap after, DO NOT start conversations on social media that require you to respond constantly – END all activities that require your attention)

School time – Prioritize which subject and which assignment you're going to do (see "Organization" below for help on that)

Spend enough time to have a good portion of the assignment done and take a 5 min break when you need it, don't lie to yourself – you know best when you actually NEED a break

Lunch – Eat something healthy whenever you have the opportunity to
Do something active – something that moves your body
Walk/jog/yoga/garden/shoot hoops/sports with siblings
Connect with family and friends – tell people that it's your lunch break and talk to them – in person or electronic, check your social media – post something positive about your day

2. ROUTINE SCHEDULE TEMPLATE (For each day)

You can use the template below to plan out your day- include lunch break and family activities if it helps

Time	Activity (with details)	Needs for the activity
Ex. 1:30pm	Science – physics project Need to come up with a plan to make a roller coaster out of household stuff	Need to check to see what I have in the house – talk to mom Popsicle sticks? Glue gun? Cardboard?

Organization

1. Use visual calendars and checklists
   - Electronic or paper
   - Realistic and practical

2. Communication
   - How do you communicate with teachers and classmates?
   - How do you organize your communication?

What mode of VISUAL organization works for you? If you don't know, you NEED to try different things …. like… yesterday.. ASAP!

- You need a calendar
  - print off the internet (just google "2020 calendar blank")
  - Blank notebook with each page as one day just label each
  - A paper calendar you already have in the house
  - Your computer calendar
  - Your phone's calendar
  - You need to put all assignment due dates, test, quiz days on it
- You need an course list with contacts (see below for sample)
  - Which course, with which teacher, what's their email, how do I submit assignment
- You should organize your email inbox
  - Create folders within your inbox with your course name and put all emails from each teacher in the proper folder
  - Check your email daily – even twice a day to keep on top of all emails
- Have a checklist – paper or on your phone
  - What have you done and what do you need to do next?
    - Checking off things you've done will motivate you to get more things done

3. ORGANIZATION (2)

Course	Platform	Teacher contact	How to log in	Additional Information
Ex. English	Google Classroom	firstname_lastname @sd42.ca		Take picture of assignement and email to teacher

3. ORGANIZATION (3)
You can use the calendar below to help you with organization of assignments and due dates

Course	Assignment	Due date	How to submit
Ex. Foods	What is Healthy Eating article Read and take notes	April 26	Submit document on google classroom