
We will work through this together.

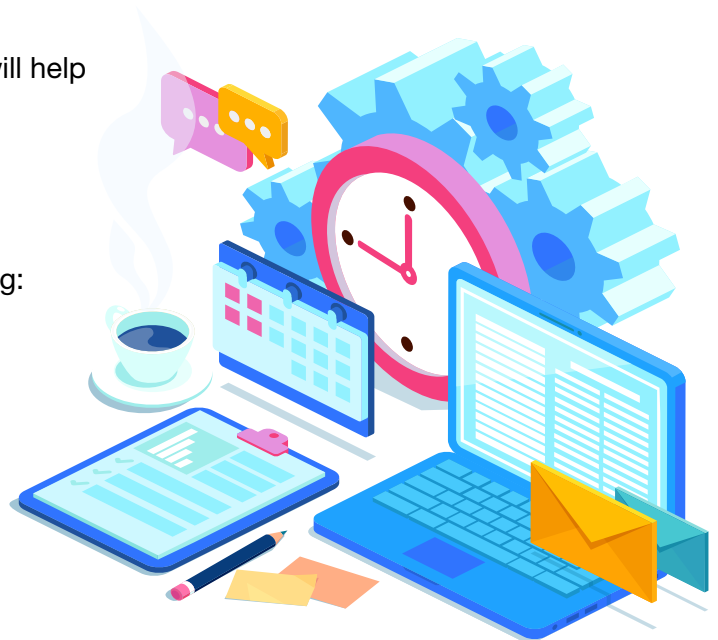
These are extraordinary times. You may be facing many uncertainties and interruptions in your life. Put your health and well-being first. Be kind to yourself, your peers and teachers during this time. And try to keep an open mind as you adjust to a remote learning environment.

Here are a few ideas to help you adjust your study habits that may help you feel more confident about learning with this different approach.

1. Get yourself organized.

Creating a new routine and schedule for yourself will help provide a sense of control while you transition.

- Set-up your workspace(s) including a good internet connection.
- Track your schedule within a calendar, including:
 - Course tasks, remote lectures or virtual group work
 - Breaks, exercise and self-care
 - Important dates and deadlines
 - Other activities



2. Keep up with course changes.

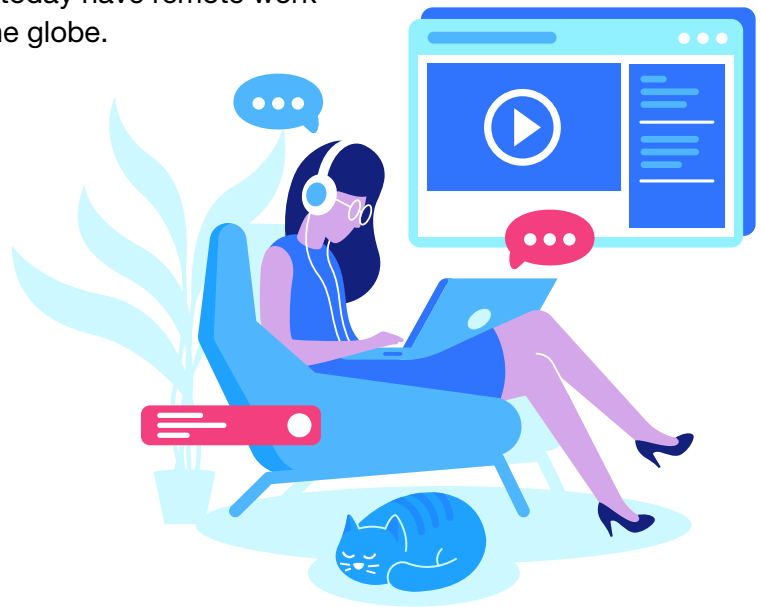
Chances are your instructor has provided a new plan or updates to how classes will continue moving forward. Do not hesitate to reach out to them if you have questions about the process.

- Make sure you have read any updates to the syllabus/course.
- Find out where and when you can access your courses remotely (live-stream, lecture capture, etc.).
- Get set up with the technology and/or software you need.
- Find out if assignments have changed and if how to submit them has also changed.
- Ask if your instructor will offer virtual office hours. When and on what platform?

3. Get into the swing of virtual lectures.

Through this process, you may find you pick up new skills that you can apply in your future careers. Many companies today have remote work arrangements and distributed teams around the globe.

- Confirm the times your instructors are holding course lectures. Can you watch them anytime?
- Stay on your instructor's schedule as best as you can.
- Determine how to ask questions. Is there a chat feature or a discussion forum?
- Close distracting apps and tabs.



4. Take one task on at a time when studying.

We're not as good at multitasking as we think. Focusing on one thing at a time will help you finish faster and with less mistakes.

- Resist the urge to procrastinate.
- Reward yourself for accomplishing a tough task.
- Take breaks after focusing for a set period of time (e.g., 25 minutes, 50 minutes).
- Limit exposure to stressors during breaks.

5. Be accountable to any teams you're working with remotely

Remember you're all in this together. Collaborating remotely looks different, but it can be highly successful.

- Over communicate. Make sure everyone is clear on who is responsible for what.
- Assign roles for each group member, including a project manager.
- Set a schedule for meetings and be on time to them.
- Use shared docs for notes so you can all contribute.
- Check in regularly. Connect over group text or online chat for advice on tasks or to ask each other questions.

6. Look for ways to adapt your routines.

Use this time to try out new strategies for studying and create new habits. Use an entrepreneurial mindset to help you think differently about how you approach your tasks and activities.

- Adjust your personal goals based on the new situation.
- Add a fitness/activity goal. Exercise can help raise your mood and is good for your health.
- Change locations for different tasks. Moving to a new spot in your home/work space can help you stay motivated and spark new ideas.
- If you've not used to using a calendar, experiment with scheduling your activities and how that can work for you.

7. Stay connected to others.

Connecting with family and friends might be more important now than ever. And staying in touch with instructors, classmates, and group mates is still important for your coursework.

- Video chat with friends and family. Talking face-to-face, even remotely, will help you feel more connected.
- Use messaging apps throughout the day for quick touch bases with others. Phone calls work, too.
- Try virtual study groups to help you stay up on your coursework.

**Keep your mind
open to new
horizons.**

We know there is a lot of change all around us, and this can be very unsettling, especially when we've had plans and important commitments canceled so quickly. Try to remember this is only temporary, and you're not alone. There are many other universities and students around the world like you who are transitioning very quickly to remote learning. Do your best to support each other as we work through our new reality together.

Additional Resources

- [CU Campus Resources](#)
- [CU Libraries](#)
- [Counseling and Psychiatric Services \(CAPS\) – 303-492-2277](#)
- [Confidential Support, Reporting Concerns and Bystander Intervention](#)
- [CU Boulder COVID-19 updates](#)
- [Johns Hopkins Resource Center](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)
- [Colorado Department of Health](#)
- [Boulder County – COVID-19](#)