

# TIPS FOR DISTANCE LEARNING FROM THE SCHOOL OF DINE STUDIES AND EDUCATION

Tip number 1: Schedule to be consistent.	Set a routine for each day on when you will be working on your online coursework. This helps with managing your time. Be responsible for how you use your time; you can avoid procrastination by sticking to your schedule and completing your to do list.
Tip number 2: Create a workspace.	Select an area in your home to designate as your workspace. This helps in knowing where you will be working instead of spending time to find a location every day. Make sure you have access to an internet service.
Tip number 3: Have a daily to do list.	Having a list helps you prioritize and stay focus on what assignments you need to complete for that day. This also helps with managing your time. Be realistic with your to do list.
Tip number 4: Give yourself scheduled breaks.	This should be a part of your routine schedule
Tip number 5: According to research, multitasking doesn't get much done.	Sometimes when you try to multitasking, you slow down your progress or you lose focus of what you need to work on. You tend to become easily distracted and more time is spend on re-generating energy to focus on your to do list.
Tip number 6: Give yourself a compliment or reward.	When you do a good job on meeting your deadlines or completing your daily tasks, give yourself a compliment and/or reward.
Tip number 7: Stay in contact through online.	Keep in contact with your instructors by Blackboard and/or Zoom, or by email. Check your emails throughout the day.
Tip number 8: Care for yourself and your family.	Maintain your health and safety. When things are in order and maintained, you will find focusing on your schoolwork easier to do than worrying about what needs to be done. Ask for help from your family and ask for understanding on needing time to do your schoolwork.

Reference:

Information provided on Flyer from JHU.EDU, Winoa Porath, Senior Academic Advisor