

DUKE TO DUKE

LSI wants to continue to be a resource for our fellow Dukes! Here we offer a few tips and strategies to help you stay on track with your online classes. We know it may feel a little chaotic and overwhelming. We encourage you to be patient and take care of yourself. Create a plan and adjust your studying according to your personal needs and goals.

STAY ORGANIZED

Keep up-to-date on Canvas

Consider how your classes may have changed.

- Are there any new due dates for assignments?
- Is how you are submitting an assignment changing?
- Have exams been postponed?
- Are group projects/presentations now individual?

If anything has changed, note it in a planner, agenda, or calendar! Using a method to keep track of when due dates and exams are can help manage work that needs to be done.

ESTABLISH A SCHEDULE

Hold yourself accountable and create a schedule for yourself!

Scheduled Activity	Course Tasks	Personal / Self-care
8am		Shower, Breakfast
9am	Call in for remote lecture	
10am	Read chapter 3	
11am		Break - video call with friend
12pm		Lunch
1pm	Read chapter 4	
2pm	Recap lecture with classmate	

CREATE A SPACE

Ask yourself what kind of atmosphere you focus best in. Did you usually work best on the 3rd floor of Carrier or in Starbucks? Find a quiet spot or use a background noise app to recreate your ideal study environment at home.

Remove any distractions!

Clean off a desk or table to make space.
Turn off the TV.

Consider turning off your cellphone or putting it in a different room.

AVOID "MULTITASKING"

- If you are listening to a lecture, avoid doing other tasks. Take notes and actively listen.
- Close distracting tabs and apps.
- Although you may feel like you are multitasking, you are actually switching between the two tasks. This makes each task take even longer to complete. You will also be more likely to make mistakes and remember less.

USE JMU RESOURCES & NETWORK

Helpful links to on-campus resources that are still providing services:

- **The Science and Math Learning Center**

<https://www.jmu.edu/smlc/>

- **University Writing Center**

<https://www.jmu.edu/uwc/>

- **Library Resources**

<https://www.lib.jmu.edu/temporary-online-teaching/>

- **Career & Academic Planning**

<https://www.jmu.edu/cap/>

- **Counseling Center**

<https://www.jmu.edu/counselingctr/>

- Connect with peers to study together via phone or video chat
- Utilize the ability to share documents and group edit
- Ask your professor about their office hours and how to best contact them with any questions or concerns



BE PRODUCTIVE

Ask yourself...

- When am I most productive?
- Am I a morning person or night owl?
- Do I have a specific order in which I want to get done work? (Ex. first BIO, then MATH, and end with HTH)
- Try to keep your schedule consistent

PARTICIPATE

- Use online lecture time to ask questions and clarify material
- Engage in discussion boards with peers
- Read their comments
- Do not be afraid to reach out to professors, TAs, and GAs

STAY MOTIVATED

Create a realistic schedule and set goals. Consider rewarding yourself after getting work done. Talk to your fellow Dukes and encourage one another!

TAKE CARE OF YOURSELF

- Get sleep
- Stay active
- Go outside
- Maintain personal hygiene
- Practice social distancing
- Relieve stress and anxiety
- & BREATHE

Schedule a LSI Zoom appointment
by emailing lsi@jmu.edu

Visit our website www.jmu.edu/lsi/
for free learning modules and more
study tips and strategies!

