Things feel out-of-control right now. You are facing a lot of unknowns and disruptions. Be patient with yourself, your classmates, and your instructors. Take care of your well-being first. Making a plan and adjusting your study habits will help you establish a sense of control.

**Use this resource as a starting point.**

When working online and remotely, think about these strategies:

1. Stay connected
2. Stay organized
3. Create good study habits
4. Build study groups

**Your study habits may need to change.**

COVID-19 has disrupted everyone’s life. Please remember this is temporary.

Until it’s over, take a deep breath, do your best, get some rest, and wash your hands.
Stay connected

During this time when we cannot be together on campus, it’s more important than ever to connect with people: family, friends, instructors, and classmates. These connections are essential for your well-being and successful coursework.

Put your College email at the top of your daily digital diet.
- Your K email account is the source for official College information.
- It’s the starting point for all contact with your instructors.
- By using your College email, you identify yourself officially to people at the College, so they can share information (grades, policies, etc.) with you.

Allow time to read messages.
- Without face-to-face interaction to provide clarification, everyone will rely on detailed written correspondence. Reading and comprehending this material takes time and focus.

Become a frequent-replier!
- Let people know you got the message.
- Ask questions. Make suggestions.

What should you do if you need help?
- Is your instructor offering virtual office hours? When and on what platform?
- Is there an online forum for asking questions?

Reduce email overload.
- Clean up your email inbox. Empty the trash and junk mail folders.
- Unsubscribe from commercial email traffic that may bury Kalamazoo College communications.

Keep track of class materials.
- What are the parts of this course, lecture, lab, etc?
- Where can you find it? How do you access it? (live-stream, lecture capture, etc)
- Does it meet at a specific time? Can you watch anytime?
- What are the required course materials? How will you access them?
- What are the due dates?
- How do you submit assignments?
- How are quizzes and exams administered?

One example of how to keep track:

<table>
<thead>
<tr>
<th></th>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important dates</td>
<td></td>
<td>Paper due Friday</td>
<td></td>
</tr>
<tr>
<td>Class structure</td>
<td>No lab Live lecture</td>
<td>Discussion optional</td>
<td>May do paper instead of a group project</td>
</tr>
<tr>
<td></td>
<td>Recorded lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Important links</td>
<td>Lecture link Office hours link</td>
<td>Discussion link</td>
<td>Discussion link</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecture link</td>
<td>Lecture link</td>
</tr>
</tbody>
</table>

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Create good study habits

You have a lot on your mind: allow yourself to focus on one thing at a time.

Create an effective study environment.
- If you study in the library or a coffee shop, try to recreate that space. This can help with focusing on your course work. You can trick your brain into associating a place or activity with being productive.
- Use a white noise app to drown out distractions (try Coffitivity.com for coffee shop noise).

Avoid multitasking.
- Turn off notifications
- Focus on one thing at a time
- Take a break between tasks
- Reward yourself for completing tasks
- If you are anxious or distracted try to focus on a task for 15 minutes. Tell yourself that you will think about any distractions in 15 minutes, after you finish the task.

Try The Study Cycle.

Consider the Pomodoro Method to help you focus.

Use a planning method to keep track of meetings and assignments.
- Get your tasks collected in one place and tick them off one at a time. You will feel better!

Do your assignments, take good notes, and pretend that you are still on our fair Arcadian Hill.

Communicate with your professors, peers, and friends.
- Stay connected via online chat, video chat, livestreams, discussion forums, DM, and email. Read your email.
- Group chat, Slack, or Microsoft Teams are more tools to help you update each other on progress.

Meet regularly.
- Ask your professor to form study groups if you don't know others in your class.
- Schedule regular group meetings to bounce ideas off each other and enjoy each other's company.

Set a purpose for meetings and use shared notes tools.
- Set the purpose of your meeting in advance over your group's messaging tool.
- Take notes in a shared doc so everyone can contribute and follow along.

Make a plan to work on the project step-by-step.
- Your group may be dispersed, and deadlines far in the future, but resist the urge to put it off.
- Make progress and keep everyone in the loop.
- Create task lists and timelines to create accountability for getting your work done.

Share your accomplishments with friends as you tick off items on your list.

Build study groups

Meet regularly, text your group chat about progress every couple of days. Check out the tools you have access to as K students.