

## Making the Most of Online Learning - Top Tips

### **Start really small.**

If you find you are unable to concentrate or get started, doing the smallest of tasks such as writing a to-do-list of what you want to get done can be the catalyst to sparking your productivity.

### **Go easy on yourself.**

This is new for all of us! We are all learning as we go, so it will take time and some things will work, and some things won't. Don't put too much pressure on yourself: if it doesn't work out, dust yourself off and try again.

### **Think about your work space at home.**

As best you can, try to create a tidy space with room for your work materials - with minimal distractions. If possible, have a separate space to where you spend free time to play games, listen to music etc. This will help your mind separate the two and reduce temptation to stop working!

### **Take regular breaks.**

Taking regular breaks during the day keeps your mind fresh and is one of the easiest ways to ensure you don't burn out. It is now more important than ever when you are studying in your living space.

Step away from your laptop every hour or so and do something you enjoy, whether it's reading a chapter of your book, watching a little TV, or playing a game. Try to get out at least once a day for a walk (if you are able to) and give yourself things to look forward to each day.

### **Routine**

Have a shower, get dressed, grab a cup of coffee, do a quick workout, have a decent breakfast, do some meditation, watch a funny Youtube video - whatever it is, create a routine that starts your day positively, and ends with you doing work. Sticking to a regular schedule for the rest of the day comes next. Installing an automatic time-tracking app, such as RescueTime, lets you check in on whether you're sticking to your schedule.

There are also lots of sites that will help your virtual studies and we have compiled a list of them on Friday's resources.

If you have any questions, you can live chat a member of our team [here](#).

We'd love to know if you found this resource helpful, let us know [here](#).