CHECKLISTS FOR ONLINE WORK

Use the following checklists to help stay organized and focused when completing online work:

CREATE YOUR WORK ENVIRONMENT

☐ Set up a "Virtual Desk." Designate a specific study/work area. Use this area consistently each day to develop a comfortable and productive routine

☐ Make sure you have a reliable internet connection or find a space that does

☐ Your work area should be quiet, well-lit, and comfortable (but not too comfortable- avoid using a couch or bed)

☐ Avoid distractions and interruptions (noise, people, cell phones, etc.)

☐ Have work supplies (pens, highlighters, notebooks) on hand for all classes so you can remain focused in your workspace

☐ Turn off electronics or place them on silent/airplane mode

☐ Keep a drink and a small snack handy

MANAGE ONLINE TIME

☐ Establish a routine to help create good online work habits:
- Set a schedule: each day, commit to the same hours of focused study (this will most likely reflect your class schedule and your assignments)
- Start each day by creating a to-do list and placing the most important items and deadlines at the top
- Work for focused chunks of time and still plan out a few hours each evening for study time
- Use a calendar, planner, or other organizational tool to keep track of assignments and deadlines

☐ Communicate:
- Reach out to professors with questions (be clear and concise)
- Be responsive, in a timely manner, when others reach out to you
- Don't hesitate to ask for clarification if you're unsure of an assignment or online process
- Use all resources available to you!

SUCCESS AND GOOD HABITS

☐ Take breaks! Every few hours, take a 20-30-minute break:
- Get up and take a walk or move around. It's likely you've been sitting for a while!
- Grab something to eat or drink. You need to feel energized and satisfied in order to focus.

☐ Remember to read your professors' comments and feedback on your assignments

☐ Limit social media and other distractions while working

☐ If problems arise that you are unable to solve, reach out to an individual for help. They might be able to point you in the right direction, even if they can't solve your specific problem.