

Establishing a Remote Learning Environment and Routine

It is important to re-establish your daily routines for your mental and physical health during big changes. Our bodies and minds thrive off of routines. Daily routines provide structure, efficiency, focus and good habits, as well as, help us reach our goals and reduce stress. The following are tips for establishing a positive environment and routine to promote productivity and consistency.

- ★ Prepare your mind and body for the day
 - Set your alarm and wake up at the same time each day.
 - Get dressed and ready as if you are leaving your house to go to work/school- this will be a “signal” to your mind that it is time to work.
 - If you have difficulty waking up in the morning or feel “stir crazy”, go for a walk, stretch, or do a quick workout to get your body ready to work.
 - If you have housework to complete (dishes, laundry, cleaning), do this before starting schoolwork or after. Do not mix these activities throughout your day.
 - Complete a mindfulness or meditation activity before working to focus and prepare for the day ahead.
 - Include simple morning and evening routines to transition in and out of “schoolwork mode”.
- ★ Create your workstation
 - Clear a space that you will dedicate to your work station. A table or desk works great! Try to use a space that you don’t use during free-time.
 - Clear any clutter or distractions.
 - Do not work in your bed, on the couch, or with the TV on- this is not optimal for learning and productivity.
 - If available, create your work space in a separate room to avoid distractions or position the workstation away from other people (face a wall or window).
 - Have fidgets available or take notes when watching classes or videos.
 - Make sure that you have all of your supplies (computer, notebook, pen, textbooks etc.) ready before classes start.
 - Follow classroom norms - don’t text or use social media during class time
- ★ Schedule your day
 - Have a consistent schedule to follow each day- create “to-do” lists or have a visual schedule to help with staying on task and being productive.
 - If classes don’t have live lectures, complete assignments and readings during the normal class time.
 - Give yourself deadlines or set timers for staying on task.
 - Eat meals at your normal times. If you are having difficulty with unnecessary snacking, pack your lunch as if you are going to school/work.
 - Schedule “brain breaks” (i.e., exercise, do something creative, go outside). For ideas of leisure activities, see this [document](#).