Things may feel out-of-control right now. You may be facing a lot of unknowns or disruptions to your daily routine. Remember to be kind and patient with yourself, your classmates, and your faculty during this time. We are all navigating these uncharted waters together, and know:

We’ll get through this together.

**Your habits may need to change.**
As we transition to distance learning, here are some strategies to assist in your adjustment and success in your coursework:

**Stay Organized**
With so many things changing in your courses, you might feel like you are reliving your first college class! Here are some things you might want to keep track of for each class:

1- How are your classes changing?
   • What courses will include synchronous sessions (where you meet online)
   • Where can you find out how to access it?
   • Is there a specific time your faculty will meet online or can you watch it anytime?

2- How are assignments changing?
   • Are there new due dates?
   • Is how you’re submitting your assignments changing?
   • Are any quizzes or exam changing?

3- What should you do if you need help?
   • When is your faculty offering virtual office hours? How (phone, email, Teams for example)
   • Remember the College of Nursing Student Services staff are available- just email your advisor and they will get back to you if you have questions or concerns.

**Avoiding Multitasking**
If you’re doing more work on your own and your time is less structured, you might be tempted to multitask (such as checking Instagram every 3 minutes in case there is something new!). Research shows us that only about 2% of the population can effectively multitask, so what does that mean for the rest of us? You really aren’t multitasking, even if you think you are. What you are doing is switching between tasks very quickly—called micro-tasking.

Why is multitasking bad?
• Assignments take longer
• You’re more likely to make mistakes
• You’ll remember less

The magic of monotasking!
• Focus on one thing at a time
• Take breaks between tasks (your brain and stress level will thank you)
• Consider the “pomodoro method” (poming) to help you focus for 25-30 minute periods and then reward yourself with 5-10 minute breaks (again, your brain and stress level will thank you!)
Making the most of video lectures
Some of your courses will use video lectures. Here are some things to consider:
• Stick to your faculty’s schedule as much as possible. Staying on a schedule will help you have a feeling of normalcy and prevent you from falling behind.
• Find out how to ask questions. Is there a chat? Is there a discussion forum?
• Close distracting tabs and apps. Humans are not as good at multitasking as they think.
• Take notes as if you would were it a face-to-face lecture.

Trading Old Strategies for New
Your routines may have to adjust during this time. Look for ways to adapt your usual habits or form new ones.

For example:
• If you usually study in a coffee shop or library- ask yourself what kind of environment helps you study. See if you can recreate that at home. Maybe it’s studying in a comfy chair, moving around your living space as you change tasks, or that you need light music on in the background.
• If you always study in groups- try a virtual or phone-based study session.
• If you thrive on tight timelines, but now have a more open schedule- think about how working with others or setting up a schedule can recreate that for you.
When it gets hard, see if you can even do fifteen minutes at a time.

Setting a Schedule
As you’ve probably noticed, you have fewer social commitments as we practice social distancing. Setting up a schedule for yourself can help provide structure and keep you motivated. If you don’t already keep a weekly or daily calendar, start! Without the social cues of a normal college day, things might get missed.

Here is a template to try:

<table>
<thead>
<tr>
<th>Time</th>
<th>Scheduled Activity</th>
<th>Course Task</th>
<th>Personal/ Self-Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am</td>
<td></td>
<td></td>
<td>Shower, eat</td>
</tr>
<tr>
<td>9am</td>
<td>Call in for 2110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am</td>
<td>Write reflection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11am</td>
<td>Read Ch18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12pm</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm</td>
<td>Prep Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2pm</td>
<td>Call in for 2002</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make a schedule for each lecture course, lab, and clinical rotation. While learning at a distance, we will still have students meet synchronously during their normally scheduled class, lab, or clinical time (there may be some variations). This means plan ahead and keep your schedule as if you are on campus attending classes.

After a couple of weeks you will get a better feel for how your schedule has adjusted and is going to look.

Staying Connected to Other People
Limiting our face-to-face contact with others is something you’ve never had to consider. Staying connected virtually or on the phone is now more important than ever. And staying in touch with faculty, classmates, and friend groups is still important for continued classwork.

Here are a few ideas:
• Schedule video calls with friends and family- talking with loved ones is often really helpful when you’re stressed or nervous about something. Taking a break to have a laugh is also important.
• Use virtual meeting spaces, such as Teams or Facebook Live to connect with classmates to talk through a tough problem.
• Attend virtual office hours- stay connected with your faculty.

Please remember, this will pass.

If CoVID-19 has disrupted your plans, ended a hands-on clinical rotation, or anything else you were excited about, remember: this is temporary. We don’t know when things will be normal again, but it will happen.

Until then, take a deep breath, do your best, get some rest, and wash your hands.

Adapted from: Center for Academic Innovation: Univ of Mich