

Time Management



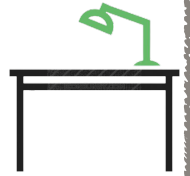
- ▶ Use the [Distance Learning Weekly Hopper](#) to plan your week.
- ▶ Try this [assignment checklist](#). First **prioritize** assignments from simple to complex (or vice versa!). Then **estimate** how long each will take to finish.
- ▶ Work in [chunks of time](#). Try **25 minutes 'on' and 5 minutes 'off'**

Wellness & Support



- ▶ Make a **workspace**: Gather your **materials** and make this the **permanent place for them** (if possible). **Materials include:**
 - ▶ **Computer/Device**
 - ▶ **Pencils/Pens & Paper**
 - ▶ **Planner**
- ▶ Remember, **this space doesn't need to be big & should be quiet but not isolated.**
- ▶ **Prop your computer up on a box** so your back is straight.

Workspace



Communication & Technology

- ▶ **Check your email every day!** This is a primary way your teachers will be in touch or important announcements will be sent.
- ▶ **Check myGDS regularly during the week.**
- ▶ Minimize other distractions including **TV, browser tabs, or social media.**

Distance Learning:

Tips for High School Students



GEORGETOWN DAY SCHOOL