



# How to Be Successful Online

CHS Counseling

# Treat your online class like a real class!

- You are strongly encouraged to connect electronically on the days and time frames that you would have traditionally been in class. By doing this, it will keep you on track and time will be spend wisely.

A yellow square graphic with a subtle pattern of overlapping circles. The text is centered and reads: "GET UP, DRESS UP, SHOW UP AND never give up." The words "GET UP, DRESS UP, SHOW UP AND" are in a bold, pink, sans-serif font, while "never give up." is in a pink, cursive font.

GET UP,  
DRESS UP,  
SHOW UP AND  
*never give up.*

# Get Organized

## 1. Making a Space to Learn

- Set up a dedicated learning environment for study. Find what works best for you that has limited distractions.
- Make sure you are comfortable and will be able to sit for your study duration.
- Turn off your phone, TV, and distracting music.



# Get Organized

## 2. Write Down What Needs to Be Done

- Review what is expected of you from emails and canvas. Write a “to do list” that needs to be done that day.
- Look ahead and set up a calendar with deadlines that will be coming up.
- Set reminders for yourself.



# Get Organized

## 3. Time Management

- Try time blocking- allot yourself a certain amount of time for each task. Set a timer to keep you accountable.
- Pair up with another classmate and remind each other when to work on things.

## 4. Eliminate Distractions

- You will be faced with many distractions that can easily derail your studies.
- Try listening to calming music, find a quiet study space, turn your cell phone off, only open websites that you use for schoolwork and avoid surfing the web.



# Actively Participate

- Check in with your teacher as often as you can by email or through canvas.
- If you feel like you are falling behind, **speak up**, don't wait until your assignment is due.
- Email your teachers and be proactive in asking for help!

It's not enough to just show up, you have to actively participate and actually CARE.



someecards  
user card

# Never Give Up

- Don't give up when you don't understand. It takes practice to understand new concepts.
- Keep practicing
- Rewatch videos
- Reread content
- Email you teacher with any questions. Your teachers are there for you!



# Stay Happy and Healthy

You will be spending a lot of time on your computer, it is really important that you stay healthy. Remember to:

- Take breaks,
- Go on walks- It's important to move.
- Get the recommended amount of sleep.
- Eat foods that nourish your bodies.

