

Distance Study Tips

1. **Be reflective.** Ask yourself questions before, during and after study sessions. Examples include, “What do I already know about the topic? Do I understand what I just read? What do I need to review before going on?”
2. **Identify the right study time for you.** Awareness of what works best for you and other members of your family will be helpful.
3. **Have a designated study area.** Optimally it should be away from additional screens or other potential distractors. Do work there and then leave when taking a break.
4. **Set small and specific goals based on production, not time.** For instance, “I will finish 2 more math problems and then take a break.” Otherwise you might zone out staring at your computer to run down the clock.
5. **Keep track of your other responsibilities.** Your parents/guardians may be relying on your help at home more than usual.
6. **Make use of a timer.** This can be useful in giving you feedback on how much time it actually takes for you to complete work.
7. **Budget your time.** Estimate the time needed for each of your classes/assignments. Some may require more time than others.
8. **Be patient with yourself and the technology.** Your programs, devices and networks are not used to having multiple people in every house on them, all the time.
9. **Use screenshots.** You might have trouble uploading work, posting it on a discussion board, or transferring. If you are unable to submit work the way it was requested, take a screenshot and send it to your teacher. This method will show the teacher that you are doing the work and can get credit for it even though the tech is not cooperating.