



## CHECKLIST FOR REMOTE LEARNING SUCCESS

Use this checklist as a guide to help manage your time and establish daily routines. *(compiled by Hillary French, Ed. S)*

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### Before you start your class schedule each day, what should you consider? Develop a Routine!

- Do you have all of your supplies for your classes meeting that day?
  - Computer? Writing instrument? Paper? Planner? Additional materials?
- Does your computer have enough power? If not, are you near a place you can plug it in?
- What does your workspace look and sound like? Is it...
  - Free of clutter?
  - A consistent space that's become your temporary "desk"?
  - Seating that keeps you sitting upright and alert?
  - In a location where there are limited additional noise distractions?
- Have you turned off or set any technology aside that could be a distraction? (phones, portable video games, tv shows, etc.)

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### Utilizing your 30 minute breaks between each class meeting

- Take a 10-15 minute movement break! Get a drink, grab a snack, go to the bathroom, etc.
- Record the homework for the class you just completed.
  - Make sure to write down what is due by the time you meet with that class again.
- Glance at email and your main OBA page to ensure you aren't missing any updates you need to know for your classes that day.

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### Lunch Break: Give yourself this hour (12:30-1:30) to disconnect from school!

- Allow time to unplug from the computer and give your eyes a break
- Get some fresh air
- Eat some food, check in with your friends, and give yourself this time to take a breath

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### Daily Independent Work Time and Office Hours (1:30-3)

- Review and complete homework assigned from your classes.
- Check-in with teachers and email them any questions you may have. Teachers WANT to be in frequent communication with you, know how you are doing, and offer help.
- Meet one on one or in small groups with teachers through Teams if previously scheduled.
- Be patient with yourself and your teachers. This is new to everyone, and we are all in this together. If you are struggling to find something, understand how to use something or aren't clear on expectations let your teacher and advisor know. Everyone wants to support you and make this new way of learning enjoyable for all. You've got this!