You may be finding that the study habits you have relied on in the past are no longer working quite as well as you had hoped. Here are some tips for improving your study habits. These tips will hopefully help you study more effectively while at home, stay on top of assignments and deadlines, remain engaged in your work, and sustain what is most important to you as you strive to meet your academic and professional goals—your health and well-being! Making a plan and adjusting your studying may help you feel more in control at a time when things feel out of control.

### Getting & Staying Organized

**Avoiding Multitasking**

If you're doing more work on your own and your time is less structured, you might be more tempted to multitask. Even if you feel like you're multitasking, you're probably not... really, you're switching between tasks very quickly (and some call this "micro-tasking").

The downsides of multitasking & microtasking:

- Assignments take longer. Each time you come back to an assignment (like, from Instagram), you have to get familiar with it, find your spot, remember what you were going to do next, etc.
- You're more likely to make mistakes.
- Distractions and switching between tasks tires out your brain.
- You'll remember less. When your brain is divided, you're less able to commit what you're learning to long-term memory (because it doesn't get encoded properly into the brain).

### Making the Most of Online Learning

**Sticking to your instructor's schedule as much as you can**. Staying on schedule helps you have a feeling of normalcy and can prevent you from falling behind.

**Communicate with your instructor about changes and expectations for class...**

- Note sure about an assignment or what was covered in class? Ask to hop on a quick Zoom with your instructor for clarification, support, or assistance.
- Confused by something during class, but worried about asking a question? Write a private note in the Zoom chat to your instructor.

**Try New Strategies**

- Use your NYFA Google Calendar to help you stay organized...
  - You can: SET reminders, ADD your classroom Zoom Meeting number to class meeting times, NOTE due dates, SCHEDULE virtual meet-ups with friends or family. KEEP UP with NYFA Student Life Events

**Getting & Staying Organized**

With so many things changing in your courses, you might be reliving that first-week of class—confusion of the population can multitask.

**What to do instead:**

- Work, and sustain what is most important as you strive to meet your academic and professional goals—your health and well-being!

**Making the Most of Online Learning**

**Working with a Group or Team**

- Communicate about group projects, study groups, and class assignments.
- Use Zoom breakout rooms to work on assignments and take notes.

**Staying Connected to Other People**

- Participate in virtual meet-ups with friends or family, KEEP track of meeting times, NOTE due dates, SCHEDULE NYFA Social Events.
- Look for opportunities to connect with classmates outside of class, like virtual coffee breaks or study groups.

**Making the Most of Online Learning**

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**Avoiding Multitasking**

If you're doing more work on your own and your time is less structured, you might be more tempted to multitask. But research shows us that only about 2% of the population can multitask. Even if you feel like you're multitasking, you're probably not... really, you're switching between tasks very quickly (and some call this "micro-tasking").

**The downsides of multitasking & microtasking:**

- Assignments take longer. Each time you come back to an assignment (like, from Instagram), you have to get familiar with it, find your spot, remember what you were going to do next, etc.
- You're more likely to make mistakes.
- Distractions and switching between tasks tires out your brain.
- You'll remember less. When your brain is divided, you're less able to commit what you're learning to long-term memory (because it doesn't get encoded properly into the brain).

### What to do instead:

- **Consider the Magic of Monotasking.**
- Focus on one thing at a time.
- **Consider the "pomodoro method"** to help you focus for 25- or 50-minute periods and then rewards yourself with 5- or 10-minute break.

Adapted from the Center for Academic Innovation at the University of Michigan, and tips found on Mental Health America.
STUDY TIPS FOR REMOTE LEARNING

We'll get through this together.

STUDY TIPS FOR REMOTE LEARNING

Setting a Schedule
As the situation unfolds, you may have fewer social-commitments, group meetings, or work hours. Setting a schedule for yourself can help provide structure and keep you motivated. If you don’t already keep a weekly or daily calendar, use your NYFA Google Calendar or try something like the example below. Include time for self-care (exercise, meals, relaxation, connecting with friends, things that make you happy).

You can use this scheduling template.

<table>
<thead>
<tr>
<th>Scheduled Activity</th>
<th>Class Tasks</th>
<th>Personal/Self-Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>7am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td>Zoom Class</td>
<td></td>
</tr>
<tr>
<td>11am</td>
<td>Prep for Next Class</td>
<td>Lunch</td>
</tr>
<tr>
<td>1pm</td>
<td>Zoom Class for Group Project</td>
<td></td>
</tr>
</tbody>
</table>

Working with a Group or Team
- **Try not to procrastinate.** That group project may be “out-of-sight / out-of-mind” if you aren’t seeing each other regularly. Resist the urge to put it off. Make small progress and stay in touch.
- **Meet regularly,** especially if you usually touch base during class. Consider a quick text on your group chat about progress, and have real conversations over video when you can.
- **Set a purpose for meetings and use a shared notes document.** Meetings might feel different when using video, even if your team was really good at working informally in the past. Try to set the purpose of your meeting in advance. Take notes in a shared document so everyone can contribute and follow along.
- **Check on each other and ask for help.** If someone has been absent from your group meetings or chat, gently ask them how they are doing and why they have been absent. If you aren’t getting a response, let your instructor know. Taking this action demonstrates care and concern for your classmates.
- **Keep videos open when you can.** As long as you can see whatever you need to collaborate, aim to keep the video visible on your computer screen. It’ll help you see the expressions of your teammates and stay connected to each other.

Staying Connected to Other People
Social distancing doesn’t mean social disengagement. Connecting with family and friends is more important than ever. Staying in touch with instructors, classmates, and group-mates is essential for continued classwork. Here are a few ideas:
- **Schedule video calls with friends and family.**
- **Connect with other NYFA students through NYFA Student Life Events.**
- **Learn something new, that’s just for you and just for fun!**

Be Kind to Yourself and Others
This is an unprecedented time. You are doing the best you can to overcome the many obstacles you are encountering. It’s okay to mess up, to get frustrated, to be sad or angry, and to have many emotions all at the same time. Be kind to yourself and others. Don’t push yourself too hard. Your physical and mental health need to be your priority.

Take breaks, practice self-care, express your feelings, reach out to your loved ones for support, and know that we WILL get through this.

Additional Resources
- NYFA Accessibility Services: LA, NY, SB
- NYFA Counseling Services: LA, NY, SB
- NYFA Writing Center
- NYFA Health Alerts
- NYFA WellNews
- NYFA Student Life Events
- NYFA Campus Updates: LA, NY, SB

Adapted From the Center for Academic Innovation at the University of Michigan, and tips found on Mental Health America.