

WELL-BEING *with Heart*

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ONLINE LEARNING

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FIVE TIPS FOR ONLINE LEARNING



1. MAKE A DESIGNATED STUDY SPACE

Set up a desk in your house (ideally not in your bedroom) as your study space for the school day, somewhere free from distractions. Make sure it's a comfortable space for you to work throughout the day, and keep all your school equipment here. This study space is now your 'school-from-home' and it should only be used when you're doing schoolwork. This will help you keep a clear line between school life and home life. Try to leave your phone on silent in a different room so you're not tempted to check it during 'school time'.

2. KEEP A ROUTINE AND TAKE BREAKS

This term, the school has changed bell times to help keep you in a routine that looks a lot like it did when you physically attended. This will help you focus on doing your schoolwork more efficiently. Make sure you take breaks with the bell times – get up from your desk, move around and go outside (just like you would if you were at school). You might like to FaceTime friends during the longer lunch break so you can eat and chat together.

Follow the same routines in the morning and afternoon as if were you physically coming to school: have breakfast, do some exercise, get dressed and make sure you're on time for Home Room. Having a routine you follow each morning helps get your brain into 'school mode' ready for when you sit down in your study space. Similarly, follow a routine after the 3.30pm bell that gets you into 'home mode'. Do some exercise, play with your pets, have a snack... walk away from your desk. If you have homework or assessments that need to be done after 3.30pm, give yourself a break first so you feel like the formal school day is definitely over.



FIVE TIPS FOR ONLINE LEARNING continued...

3. IDENTIFY YOUR 'OPTIMAL ATTENTION EFFICIENCY WINDOW'

Work out how long you can concentrate for and work efficiently. Students in Years 7-9 may find this is 20-30 minutes, senior students may be able to work effectively for 40-60 minutes before feeling tired. This chunk of time is your 'attention efficiency window'.



4. WORK IN CHUNKS

Once you know your optimal attention efficiency window you can break schoolwork, homework and assessment tasks into smaller chunks which can be completed within this timeframe. Work on one task at a time, alternating once you reach the end of your attention efficiency window (set a timer).

You may need to take short breaks between your attention windows to feel refreshed. During class time the Zoom check-in with your teacher can help break a task up, or your teacher may have already provided some different tasks to work on to keep your attention fresh.

When doing homework, rotate through different subjects so you stay engaged in each task. It's helpful to write a plan or keep a checklist of the longer tasks you're working on so you know where you're up to as you rotate tasks.

5. USE A DIARY OR CALENDAR

Using a diary or calendar helps you keep track of your to-do list and due dates. Put reminders in for upcoming tasks. Use your diary/calendar to plan your time for completing projects by working backwards from the due date to the present date, then breaking the task down into smaller chunks, estimating how long each chunk will take and assigning each of these parts due dates. Remember to factor in a 'buffer' in case you have a setback or there are unforeseen circumstances. Keep your diary/calendar visible and update it as you get new schoolwork.

