



Tips to Stay Successful When Remote Learning!

1. Set up a good work space for yourself – good lighting, at a table or counter, with few distractions.
2. Print out your email of tasks for the day & read it over carefully and completely. Consider reading it aloud so that you don't miss anything. Highlight any times or days that something is due.
3. If you have a certain time you have to be on an assignment, or video call/meeting, highlight that in a different color and set an alarm!
4. Come up with a plan for tasks you need to complete and number them in priority of time that it is due.
5. Begin working: read directions carefully & maybe even out loud so that you can fully understand directions.
6. Email teachers when you are stuck – but make sure you have reread directions first and done some trouble shooting first!
7. Gather all your materials together before you begin a task so you are not getting off task as you work.
8. Put aside distractions – put your phone in another room, turn off the TV/Netflix/video games. Don't even have them in the room with you.
9. Set mini-goals and timers for yourself – work for 20-30 minutes diligently (or through a whole task if that is needed) then take a 10-15 minute break.

Set a timer for your break so it doesn't get away from you!

Breaks might be: stretch, do some yoga, walk outside, play with a pet, play a quick game, eat a snack, read, Facetime a friend.

10. Don't rush through your work! If you have a large packet of work covering many days, **do only what is assigned for the day.** For work you are turning in:
 - Have you written with proper grammar, mechanics, and spelling?
 - Have you completed all parts of the assignment?
 - If it is a Nearpod or a Google Form: did you hit did you complete all parts, and hit save or submit when and where asked?