

Strategies for Remote Learning

Time Management Hacks



- The time between classes, activities, and meetings can be used to complete tasks. People who use the Pomodoro Technique, developed in the 1990s, work in short intervals and take short, regular, timed breaks or "Pomodoros." For example, you might use a timer to work in 25-minute sprints, broken up by 5-minute breaks away from your workspace. Every fourth Pomodoro, take a longer break.
- Set daily goals for what you hope to accomplish. The SMART goals method is one approach - those that are Specific, Measurable, Achievable, Relevant, and Time-bound. An example of using this framework would be to have a goal of "Read 50 pages for Art History class by Friday." It's specific (for a specific class), relevant and achievable and time-bound (by Friday).
- It's easy to get overwhelmed by large projects and big exams, and the anxiety can make you want to procrastinate. Start with shorter, simpler to-do items and then move on to larger projects or assignments.

- Try sticking to a daily schedule as much as possible. Write down your class times, time for projects, social commitments and self-care
- Check out the last pages of this guide for free, printable schedule templates from Canva. More free templates can be found at www.canva.com.
- CCA's Learning Resource Center has academic coaches available for virtual appointments. You can book an appointment here: <https://portal.cca.edu/learning/learning-resources/make-appointment-coach/>



Free Time Management Apps

For organizing your to do list:

- Google Keep
- Todoist
- Wunderlist

For blocking out distracting websites:

- Cold Turkey
- Freedom
- Stay Focusd

Strategies for Staying Focused



- Spend a few minutes at the start of your day assessing what you need to accomplish and prioritize your tasks.
- Divide your work into smaller manageable tasks that can be completed in a short period of time. Push yourself to complete one small task, then move on to the next task. Focus on one small task at a time.
- Try to resist studying or working from your bed. Separate your sleep and studying areas if possible.
- Take breaks when you have completed tasks or when you feel concentration has decreased. Breaks should be approximately 10-15 minutes.

Strategies for Stress Management

- Make a list of the activities that help you relax or take care of yourself. Here are some ideas: take a walk outside, journal, call a friend, take a warm shower, watch a movie with friends on Netflix party, or host a Zoom meeting around a shared hobby.
- Try meditation with a free app called Insight Timer, available in the App store.
- Looking for support from a trained counselor? Call CCA's Mental Health Crisis Hotline 24/7 at 510-594-5099.
- If you are enrolled in the CCA Student Health insurance plan with Aetna, you can visit www.aetnastudenthealth.com to locate a mental health provider in your area (United States only)

DAILY PLANNER

DATE:

DAY:

TO-DO LIST:

6:00 AM

6:30 AM

7:00 AM

7:30 AM

8:00 AM

8:30 AM

9:00 AM

9:30 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

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2:00 PM

2:30 PM

3:00 PM

3:30 PM

4:00 PM

4:30 PM

5:00 PM

NOTES:



TODAY'S SCHEDULE

MORNING TASKS

AFTERNOON TASKS

EVENING TASKS
