

Hints To Stay Focused When Learning Remotely

Start by setting a **GOAL!** It's important to set goals that are important to you. This will help you stay on task. Identify and take one step at a time. Consider . . . What is your goal today? This week? This term? How do these smaller goals work to achieve your larger goal? And help remind and encourage yourself along the way . . . inspirational quotes, pictures, words of encouragement you've heard along the way can help keep you focused.

TIP 1: Treat School Like A Job!



Show up! Start and end at the same time each day.
What is your daily goal?
Limit distractions like pets, kids, and your phone.
Make a list of things to accomplish today.

TIP 2: Make A Plan



Identify a good study zone where you can stay focused.
Break down bigger tasks.
How do you study best? Take notes, make flashcards, with a buddy?
Who is your support? Who can help with a back up plan as needed?

TIP 3: Maintain a Familiar Routine



Set a consistent daily & weekly schedule to attend class and study.
Keep to regular routines and schedules as much as possible.
Adjust your routine as needed.
Know what times you are most productive each day.

TIP 4: Find Moments to Connect, Stay Healthy, Play & Rest



Take regularly schedule breaks.
Eat healthy foods.
Get good sleep.
Move! Get up and go outside.
Hang out with friends virtually.
Do something you enjoy.
Engage in self-care.

TIP 5: Manage Your Time



Use a planner to help you organize your time.
Don't wait until the last minute!
Make sure you have everything you need ahead of time.
Make a schedule of home, school and work responsibilities.

TIP 6: Use Available Tools



Even though PCC's physical campus is closed, there are still a lot of resources available at your fingertips!
Go to the virtual library.
Use instructor office hours.
Develop or attend a study group.

PCC COUNSELING IS HERE FOR YOU!

<https://www.pcc.edu/counseling/>

Source: <https://goodcolleges.online/study-tips-for-success/>



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