

A positive approach to online study



ESTABLISH A ROUTINE. Wake up at the same time as usual, have breakfast and get dressed just as if you had to go to the campus: this will mentally prepare you to concentrate.



TRY NOT TO GET DISTRACTED. Find a good place to study; ideally different from the places where you relax or spend time with your family. Try to keep any distractions such as the TV or video games at bay. And turn off your WhatsApp groups.



MAKE YOUR STUDY SPACE COMFORTABLE. Take some time to clean, organise and get your desk or table ready. Try to make sure it is quiet, well lit and that you have a bit of space. Use a comfortable chair and try to adapt your equipment ergonomically to avoid poor posture. Your back will thank you for it!



STICK TO A TIMETABLE. Set the start and end times of your activities as if you were in the classroom. Let your family members or flatmates know what your timetable is and when you are free so that you can also plan your domestic tasks without being interrupted.



PLAN YOUR STUDY TIME. Make a note of the goals and tasks you have to do every day, prioritising the most important ones. If you make an advance plan every day you will be more productive and you won't forget to do things.

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MAKE THE MOST OF YOUR TIME. Divide your time into periods with breaks built in. It is better to have shorter periods and frequent breaks. This will help you to concentrate and be more productive. Try to concentrate as hard as you can and give the most of yourself during the study periods.



MAKE USE OF ONLINE TOOLS AND RESOURCES. You will need a Device with internet access and it would be good to have headphones and a microphone, webcam and speakers. Use the UAB online services and tools for online study, such as the Online Campus (Campus Virtual), email, Office 365, Teams, OneDrive and OneNote. You also have access to the online office, e-Libraries and the Computer Assistance Centre (CAS).



STAY SOCIABLE! Use the technology you have available to stay in touch with family, friends, classmates and teachers.



EXERCISE! And try to do some relaxation activities. **EAT WELL** and try to get a good night's sleep.



SWITCH OFF AND REWARD YOURSELF. When you achieve one of your goals, reward yourself with something you like – a nice cup of tea, a series, listen to music or something else you enjoy.