



Adjusting your study habits during COVID-19

We'll get through this together.

Things may feel out of control right now. You may be facing a lot of unknowns and disruptions. Try to be patient with yourself, your classmates, and your instructors during this time. Take care of your well-being first. Making a plan and adjusting your studying may help you feel more in control.

Use this resource as a starting point.

In this guide, we'll talk about:

- Staying organized
- Avoiding multitasking
- Making the most of video lectures
- Setting a schedule
- Trading your strategies for new ones
- Working with a group or team
- Staying connected to other people

Your study habits may need to change.

Due to some assignments needing significant adaptation, faculty may modify their course syllabi. Some faculty may conduct their online classes during the normally scheduled class time (so be prepared for that), while others may post materials that you can access at any time. Please make sure you know what is expected of you, including due dates for quizzes, assignments, discussions, etc.

While more of your coursework and teamwork will be online and remote, here are some strategies to keep in mind:

1. Stay organized

With so many things changing in your courses, you might be feeling that first-week-of-class confusion at finals-week pace.

Here are some things you might want to keep track of for each class:

How are the in-person parts of the class changing?

- What are the in-person parts of this course? (lecture, lab, etc)
- Where can you find it or how do you access it? (live-stream, lecture capture, etc)
- Is it at a specific time or can you watch it anytime?

How are assignments changing?

- Are there new due dates?
- Is how you're submitting your assignments changing?
- Are any quizzes or exams being offered virtually?

What should you do if you need help?

- Is your course offering virtual office hours? When and on what platform?
- Is there an online forum for asking questions?

One example of a way you could keep track:

	Class 1	Class 2	Class 3
Important Dates			Paper Due Friday
Big Changes	No lab Live lecture	Discussion optional Recorded lecture	May do paper instead of a group project
Important Links	Lecture link Office hours link	Discussion link Lecture link	Group paper folder



2. Avoid multitasking

If you're doing more work on your own and your time is less structured, you might be more tempted to multitask. Many people think they can do multiple things at once. But research shows us that only about 2% of the population can do it successfully. Even if you feel like you're multitasking, you're probably not. Really, you're switching between tasks very quickly (some call this "micro-tasking").

The downsides of multitasking and microtasking:

- **Assignments take longer.** Each time you come back to an assignment (from Instagram for example), you have to get familiar with it, find your spot, remember what you were going to do next, etc.
- **You're more likely to make mistakes.** Distractions and switching between tasks tires out the brain.
- **You'll remember less.** When your brain is divided, you're less able to commit what you're learning to long-term memory (because [it doesn't get encoded properly into your brain](#)).

What to do instead

When you need to study something important, consider [The Magic of Monotasking](#).

- Focus on one thing at a time.
- Take breaks between tasks.
- Consider the [Pomodoro Method](#) to help you focus for 25- or 50-minute periods and then reward yourself with 5- or 10-minute breaks.

3. Make the most of video lectures

- **Stick to your instructor's schedule as much as you can.** Staying on a schedule will help you have a feeling of normalcy and prevent you from falling behind.

- **Find out how to ask questions.** Is there a chat feature? Is there a discussion forum?
- **Close distracting tabs and apps.** Humans are not as good at multitasking as they think! (See #2 above.)
- **Continue to take notes as you would if you were there in person.**
- **Watch recordings at normal speed.** Research shows that playback speed of 1.5x can lower your retention and can result in lower scores on assessments. Faster playback speeds are worse for complex, multi-step material (which most of your lectures probably are). Remember: this is all about 1.5x. There hasn't even been research on 2x playback speed, which is probably even worse.

4. Set a schedule

As the situation unfolds, you may have fewer social commitments, group meetings, or work hours. Setting a schedule for yourself can help provide structure and keep you motivated. If you don't already keep a weekly or daily calendar, try something like the example below to organize your time. Include time for exercise and self-care.

	Scheduled Activity	Course Tasks	Personal/ Self-Care
8 a.m.			Shower, Breakfast
9 a.m.	Call in for remote lecture		
10 a.m.		Read Chapter 3	
11 a.m.			Break - video call with friend
Noon			Lunch
1 p.m.		Read Chapter 4	
2 p.m.	Recap lecture with classmate		

4. Trade your strategies for new ones

Your routines may have to adjust during this time. Look for ways to adapt your usual habits or form new ones.

For example:

- **If you usually study in a coffee shop or library,** ask yourself what kind of environment helps you study. See if you can recreate that at home. Maybe it's studying in a chair, rather than on your bed or couch, or moving to a new spot when you change tasks. If you feel you need background noise, consider a white noise app.
- **If you always study in groups,** try a virtual or even phone-based study session with your group.
- **If you thrive on tight timelines, but now have a more open schedule,** think about how working with others or setting up a schedule can recreate that for you. When that gets hard, see if you can even do fifteen minutes at a time.

5. Work with a group or team

Remote collaboration will look a little different, but it is possible.

- **Try not to procrastinate.** That group project may be out-of-sight, out-of-mind if you aren't seeing each other regularly. Resist the urge to put it off. Make small progress and stay in touch.
- **Meet regularly, remotely,** especially if you usually touch base during class or lab. Consider a quick text on your group chat about progress every couple of days. Ideally, have real conversations over video any week you're working together. You can use tools such as [Microsoft 365](#) Teams to chat, video conference, share files and more.

- **Set a purpose for meetings and use a shared notes doc.** Meetings might feel different when using video, even if your team was really good at working informally in the past. Try to set the purpose of your meeting in advance. Take notes in a shared doc so you can all contribute and follow along.
- **Keep videos open when you can.** As long as you can see whatever you need to collaborate, aim to keep the video visible on your computer screen. It'll help you see the expressions of your teammates and stay connected to each other.
- **Check on each other and ask for backup:** If someone has been absent from your group meetings or chat, ask them directly if they're still able to participate in the project. If you aren't getting responses within a day or two, let your instructor know. It isn't being petty, it's your team's responsibility.

6. Stay connected to other people

Even if we limit how much face-to-face time we spend with others on campus, connecting with family and friends might be more important than ever. And staying in touch with instructors and classmates is still important for continued classwork.

Here are a few ideas:

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- **Schedule video calls with friends and family.** Talking with loved ones is often helpful when you're stressed or nervous about something. Taking a break to have a laugh is also important.
 - **Attend virtual office hours** or study groups so that you can stay up on your coursework.
 - **Study together** using apps such as [FaceTime](#) (Apple only) or [Google Hangouts](#). The ability to have audio and video chats makes it almost like you're in the same room.

- Use [Microsoft 365 Teams](#) (available to all students using your university email account) to plan group chats, give live presentations, and chat with classmates. You can also share documents and chat asynchronously.
- **Create a shared blog** that can be added to by anyone in your study group. You can share ideas, links, articles, and your own study resources as attachment in the same place. Free blog sites include [Wordpress](#), [Google Sites](#), and [Blogger](#). Be aware that anything you put on a blog can be seen by anyone on the Internet.
- **Create shared notes** for your study group using [SimpleNote](#). Notes are automatically updated across platforms, operating systems, and devices. You can create Notes that may be accessed by everyone in your study group and add to them on your phone while you're out for a (socially distanced!) jog or at your laptop in your room.
- **Collaborate with Google.** Create a shared [Google drive](#) for exchanging files or collaboratively edit a document in [Google Docs](#). Google's platform was one of the first to use collaborative editing and is still a strong option.

7. Use Bookstore Options

The UofL bookstore is offering options to provide students with more flexible access to materials.

- **Free Online Shipping Offer.** Visit the [campus store website](#) for free shipping on all items with no minimum purchase. This includes various formats of course materials, supplies, apparel, technology and more.
- **Access to eBooks at no additional charge.** Visit the [campus store website](#) to gain access to eBooks at no additional charge with your .edu email address. You can access up to 7 eBooks for the designated period free of charge.
- **Free Shipping on Rental Returns & Deadline Extensions.** The campus store is offering free shipping return labels and is also extending the non-return period without penalty to assist with increased returns by mail. Click the COVID-19 message on the home page of the [campus store website](#).

Please remember, this will pass.

If COVID-19 has disrupted your travel plans, ended a lab experiment you were excited about, or for any reason feels like it came at the worst possible time, remember: this is temporary. You'll find your way when it settles down. You'll get back on track, and things will get back to normal. We don't know when, but it will happen.

Until then, take a deep breath, do your best, get some rest, and wash your hands.

ADDITIONAL RESOURCES

- [UofL updates on COVID-19](#)
- [Preventing COVID-19](#)
- [Technical Support](#) – Blackboard questions, problems getting online, forgotten password, and other technical issues
- [Virtual Writing Center](#) – help with writing assignments
- [REACH](#) – tutoring
- [Office 365 for Students](#) – get Office 365 which includes Microsoft Word, Outlook, and Teams (among others).