



How to stick to a daily schedule

Online Learning – Study Guide

Make a solid daily routine that you will stick to the entire semester

1. **Divide the day into 3 big chunks-** Morning. Lunchtime. Evening
2. **Choose study chunks.** Two chunks that you are planning to study in. The third chunk is for your personal life, hobbies, sports or work e.g. Morning chunk: work and sport, Lunchtime & Evening chunk studying (e.g. Synchronous and asynchronous learning)
3. **Set a time for beginning and ending the day** Decide a fixed time for starting the day and for ending it (e.g. 8:00 Am and 23:30 Pm)
4. **Chunk limits.** Decide what time every chunk will start and end (e.g. morning chunk 9:00-13:00)
5. **Schedule a set time for lunch.** That will help you stick to a routine and divide your day (e.g. 'before lunch and after lunch')
6. **Essentials. Your daily routine must include** physical activity, outdoor activity (e.g. walk/Errands/meeting family or friends in the park) and social time.
7. **Charge your battery daily.** It is essential to plan recharging times in your daily routine.
8. **Reward yourself for achievements. Don't punish yourself** (it doesn't help) instead practice 'coming back' to your daily schedule after a setback.
9. **Practice taking breaks** - Do not skip them because you are afraid of not 'coming back' to studying. Breaks are essential for processing and understanding. Avoid distractions that could prolong your break.
10. **Take a day off once a week or if you can** after a big deadline. Plan what to do on your day off that can help you stay motivated