Use this guide as a starting point. Making a plan and adjusting your studying may help you feel even a little sense of control. Try to be patient with yourself, your classmates, and your instructors during this time. Take care of your wellbeing first.

Adjusting your study and time management habits

While more of your coursework and teamwork have to be online and remote, here are some strategies to keep in mind. The end of this document will include other UW-specific resources to help you through these times.

In this guide, we will talk about:

1. Staying organized
2. Avoid multitasking
3. Making the most of video lectures
4. Setting a schedule
5. Trading strategies
6. Working with a group
7. Staying connected
8. Academic support at UW
9. Additional resources

1. STAYING ORGANIZED

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

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

Are 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?

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 group project
IMPORTANT LINKS	Lecture link Office hours link	Discussion link Lecture link	Group Paper Folder

Study habits help adapted from University of Michigan Center for Academic Innovation

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 multitask. 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 tire 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 "pomdoro method" to help you focus for 25- or 50-minute periods and then reward yourself with 5- and 10-minute breaks.

3. MAKING 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 way 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).

4. SETTING 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 you time. Include time for exercise and self-care.

Schedule Template

	Scheduled Activity	Course Tasks	Personal / Self Care
8AM			Shower, break-fast
9AM	Call in for remote lecture		
10AM		Read chapter 3	
11AM			Break: video call with a friend
12PM			Lunch
1PM		Read chapter 4	
2PM	Recap lecture with classmate		

5. TRADING 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.

6. WORKING WITH A GROUP OR TEAM

Remote collaboration will look different, but it is definitely 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,** especially if you usually touch base during the class or lab. Consider a quick text on your group chat about progress every couple of days. Ideally, have real conversation over video any week you're working together.
- **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 instructors know. Know it isn't being petty, it's your team's responsibility.

6. STAYING 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, classmates, and group mates is still important for continued classwork.

Here are a few ideas:

- **Schedule video calls with friends and family.** Talking with loved ones is often really 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-to-date on your classwork.
- **Download CircleIn to connect with classmates.** A QR code to download can be found at the end of this document.

University of Wyoming Academic Support

Supplemental Instruction

Sessions are held in WyoGroups. Invitations will be sent to students enrolled in the classes we offer SI in, but if you don't see an invite and want help, please contact Jess Willford. Supplemental Instruction (SI) is a series of out-of-class study sessions led by a student who has successfully taken the class before. It's a great way to practice the material and work with other students to learn the content. SI works best if you attend the whole semester, not just before exams.

Online Tutoring

Free tutoring in a huge variety of subjects is available through our online STEP Tutor Center and through NetTutor. To access these services, undergraduate students should log in to the Tutoring & More WyoGroup and select "online tutoring." Students can meet with a live tutor, drop off a question, or drop off a paper to get feedback. **Penji app required**; see QR code below.

Center for Assistance with Statistics & Mathematics

CASM is online and offers online tutoring, study groups, resources, and Q&A forums. Students must access this resources through the CASM WyoGroup. CASM is a free tutoring resource for students enrolled in lower-division math and stats courses (below 3000 level). **Penji app required;** see QR code below.

Writing Center

UW's Writing Center is online for synchronous and asynchronous consultations. The Writing Center offers free one-on-one conferences or group conferences during which writers may discuss their writing tasks with one of the Writing Center staff. Writers may come in at any time in the writing process (brainstorming, development, rough draft, revisions, etc.).

Engineering Tutoring

Tau Beta Pi, the Engineering Honor Society, provides free tutoring throughout the academic year. Tutors can provide help in engineering science, mathematics, science, and engineering courses. TBP will be conducting all tutoring online via Zoom; please see their schedule for more info.

For more information and updates, visit the STEP tutoring website.

Student Success Services

Student Success Services empowers students by providing tools for college life management, including academic success, university connectedness, financial literacy, and post-graduation and career planning. Eligible students include first generation college students, students with limited income, and students with disabilities. Visit their website for more info.

Note that this is not an all-inclusive list! Ask your academic advisor about more services that might benefit you.

NEW! CircleIn

CircleIn is a free studying app where students can study remotely, collaborate with peers in order to communicate and exchange ideas, access tutors or Supplemental Instruction Leaders, and stay productive.

Students earn points by sharing helhpful resources, collaborating with classmates, and studying within the app. Those points can be redeemed for gift cards and other rewards. Create your account today and take advantage of all the studying features that will help you succeed.

Penji app for tutoring

Download the Penji app or go to web.penjiapp.com to access tutoring!

STEP Tutor Center, CASM, Tau Beta Pi, Language Lab, Econ Help Center

CircleIn
study groups and study organization app

Penji (Apple devices)
Tutoring appointments

Penji (Android devices)
Tutoring appointments

Further Academic Help

- **Online Student Resources**

- **Getting Started with Online Learning**

- **Information Technology for tech help**

- **Disability Support Services**

- **Student Success Services**

- **Advising, Career, & Exploratory Studies Office**

- **UNC Learning Center with help on studying, time management, and more**

Mental Health and Wellness

- **UW Counseling Center**

- **UW Food Share**

- **Campus Recreation/Wellness Center**

- **Multicultural Resource Centers**
    - Native American Ed, Research, and Cultural Center, Rainbow Resource Center, Veteran Services Center, Nontraditional Student Resources

- **Things to know about stress and coping Stress Reduction Workshops**

- **Self-guided meditation links:**
    - **https://centerformsc.org/practice-msc/guided-meditations-and-exercises/**
    - **https://www.uclahealth.org/marc/body.cfm?id=22&iirf_redirect=1**

- **Many other ideas to help cope**

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