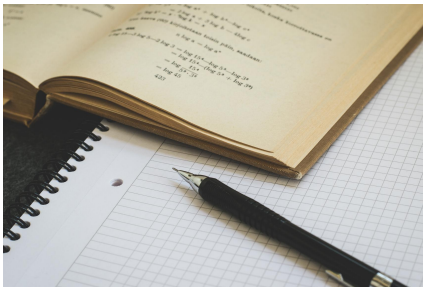


SURVIVAL GUIDE TO ONLINE LEARNING

Study skills and organization

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ADVICE >

CREATE A ROUTINE



When you do schoolwork or chores, having a routine makes it easier because you don't have to make any decisions or force yourself to do it – you just do it. Routines are a secret weapon to productivity and success.

What you need:

- **Context:** everything around you, especially location and time should be the same. For example, if it is 10 am, and you are at your desk, it means study time.
- **Repetition:** repeat the same action every day. Remember, the first step is just to get the time and location right! It will get easier.
- **Reward:** do something that will make you feel great after each session. It could be a walk with a dog or a chat with a friend.

Tips:

- Name a new routine; for example, after breakfast study session.
- Remind yourself why this is important.
- Set up a reminder so that you don't miss the time to start.
- Create a setup that is only for studying: prepare all items you need, and remove physical objects that remind you of other uses of that space; for example, clean up the dining room table, make the bed.
- Start small with just one activity at a time. Reading one page or going through one activity is a good start.
- Remove distractions for the period of study – having notifications pop up every two minutes will not help you. (link to attention)
- Take a short active break if you get tired, but come back soon.
- Tell someone you are trying to form a new habit; better yet, try it with a friend so that you could motivate each other.

**Don't give up when you mess up.
Identify the obstacle, remove it, and try again.**

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