



# Effective Study Habits during COVID-19

## 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.

While more of your coursework and teamwork will be online and remote, the following strategies can keep you on track:



## 1. Staying organized

**With so many things changing on campus, you might find that every week feels like the first week and finals week at the same time.**

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

### Are there in-person components?

- 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 there online components?

- What are the online parts of this course?

(discussions, assignments, quizzes, etc.)

- Where do you find due dates?
- Where do you submit your assignments?
- What are the parameters for quizzes and exams? (do you need to access them within a specific time window, etc.)

### 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
<b>Important dates</b>			Group paper due Friday
<b>Online</b>	Virtual lecture lab	Discussion Recorded lecture	
<b>Synchronous</b>	In person lab		Group paper meeting
<b>Important links</b>	Lecture link Office hours link	Discussion link Lecture link	Group paper folder





## 2. Avoiding 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 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. 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.)

### Take notes as you would if you were there in person.

### For recorded lectures

#### Watch 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.

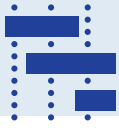
#### Turn on captions if they're available.

- Captions can help with comprehension and retention.

#### Review challenging sections.

- Take advantage of the opportunity to make sure you understand difficult sections before moving on. If there's something that you still don't find clear after a couple of viewings, follow up with your professor.





## 4. Setting a schedule

Due to the situation, 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.

### Download the Schedule Template

	Scheduled Activity	Course Tasks	Self-Care
<b>8am</b>			Shower, breakfast
<b>9am</b>	Call in for remote lecture		
<b>10am</b>		Read chapter 3	
<b>11am</b>			Break - video call with friend
<b>12pm</b>			Lunch
<b>1pm</b>		Read chapter 4	
<b>2pm</b>	Recap lecture with class-mates		



## 5. Trading 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.





## 6. Working with a group or team

**Remote collaboration will look a little 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 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. [Check out tools you have access to as Geneseo students.](#)

**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. Know it isn't being petty, it's your team's responsibility.



## 7. 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.

**Use Hangouts to connect with classmates to talk through a tough problem**

**Attend virtual office hours or study groups so that you can stay up on your coursework.**

**Please remember, this will pass.**

*If COVID 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.*



Get help with any concern about online instruction: [forms.gle/7ZGZsHzfjBqtnYqd6](https://forms.gle/7ZGZsHzfjBqtnYqd6). Get technology help at [help.geneseo.edu/cit](https://help.geneseo.edu/cit) or chat at [remotehelp.geneseo.edu](https://remotehelp.geneseo.edu)

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

## ADDITIONAL RESOURCES

- [Geneseo updates on COVID-19](#)
- [Student Resources for Remote Learning at Geneseo](#)
- [Geneseo Counseling Services](#)
- [Geneseo Office of Accessibility Services](#)
- [Geneseo Library Services](#)
- [Preventing COVID](#)
- [NYS Office of Mental Health resources](#)
- [Academic Learning Assistance \(KOALA\)](#)



## In Review



1. Stay organized



2. Avoid multitasking



3. Make the most of video lectures



4. Set a schedule



5. Trade your strategies for new ones



6. Work effectively with a virtual group or team



7. Stay connected to other people



This document is adapted from "[Adjusting your study habits during COVID](#)" by Regents of the University of Michigan, licensed under a [Creative Commons Attribution 4.0 International License](#). Icons via the Noun Project by Yazmin Alanis, Adrien Coquet, Matt Saling, Lutfi Gani Al Alchmad, ProSymbols, & Delwar Hossain



Get help with any concern about online instruction: [forms.gle/7ZGZsHzfjBqtnYqd6](https://forms.gle/7ZGZsHzfjBqtnYqd6). Get technology help at [help.geneseo.edu/cit](https://help.geneseo.edu/cit) or chat at [remotehelp.geneseo.edu](https://remotehelp.geneseo.edu)