For some, not being on-campus can throw off schedules. Ensuring that a routine is kept helps to alleviate stress, and keep you feeling prepared and structured. Here are some tips for creating a schedule when learning off-campus.

Rise and Shine:
Going to sleep and waking up at the same time is a great way to begin structuring a routine. Choose a sleep time, and a waking time that are comfortable and realistic for your life. Set an alarm on your phone or a clock to remind you of the times that you have decided. Set a relaxing song for your alarms!

Use a "to-do" app:
It can be difficult to remember every "to-do" item on your list! Utilizing a "to-do" app can help you breakdown tasks into smaller steps. Apps can also help to remind you by sending notifications. You can also set tasks on a reoccurring schedule.

Schedule tasks on specific days:
If you have regular set of tasks to complete, try scheduling tasks on specifics days. Chem on Monday, English on Tuesdays, laundry on Wednesday, and so forth. This will help you anticipate what tasks need to be completed, and will help you develop a manageable routine.

Take a break:
Take breaks if you are feeling overwhelmed! You can schedule regular breaks, or take them as you need too. Have a busy day ahead of you? Take regular ten minute breaks every hour. Try stretching or going outside for a breath of fresh air.

Don't be afraid to change it up:
During these virtual learning times, we can spend a lot of time on your computers, usually sitting in the same locations. If you find yourself getting bored with your routine, try changing it up. It’s okay if one routine isn’t working for you! Do your work in a different location or at a different time. Change things up until your routine feels right for you!