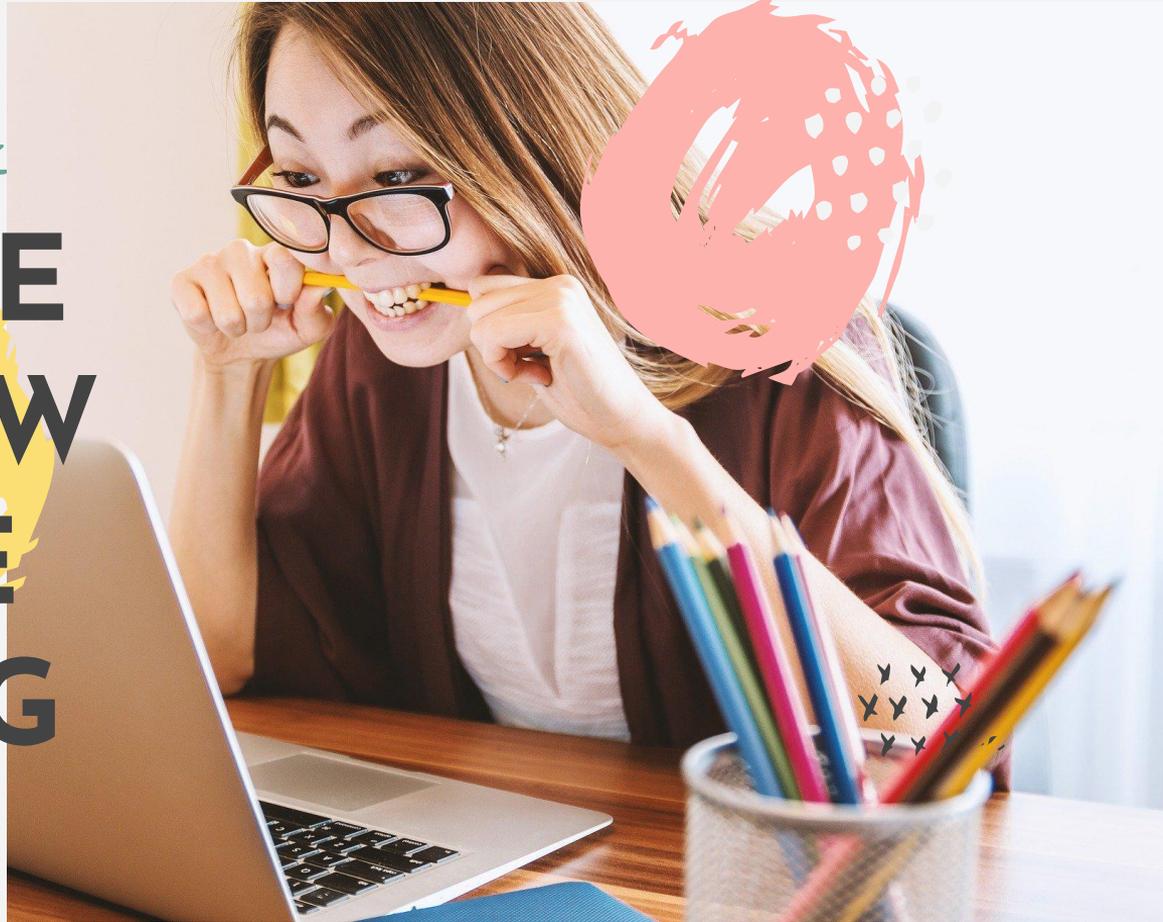


# HOW TO ORGANIZE YOUR NEW DISTANCE LEARNING LIFE



# YOU'RE HOME. NOW WHAT?

We are entering a time where it is critical that you learn to organize your time, take care of yourself, and be there for those in your life that need you. This is a lot to ask, but you got this!



# WHAT SHOULD YOUR DAY LOOK LIKE?

Here are some suggestions to consider when planning your days:

## School Work

Check Google Classroom, work on assignments, email teachers, etc.

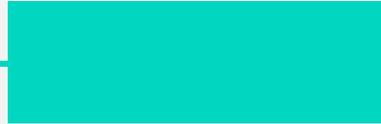


## Your Health

Your bedtime/wake time, meals, exercise, going outside (if appropriate), mental health breaks, etc.

## Family / Social Contact

Helping your parents, checking in with friends, visiting grandparents, etc.



## Other Responsibilities

Chores, etc.

# WHAT SHOULD YOUR DAY LOOK LIKE?

Here are some suggestions to consider when planning your days:

## School Work

Check Google Classroom, work on assignments, email teachers, etc.



- 1) **Designate a workspace.** Preferably a quiet place where you can complete assigned work daily. (FYI- I will ask for photo uploads of your “workspace”)
- **Schedule** time in chunks. Try to keep to our normal bell schedule as much as possible or try a “block schedule”
  - Mon/Fri: 2 hours on Periods 1, 3, 5
  - Wed: 1 hour on all periods 1-6
  - Tue/Thurs: 2 hours on Periods 2, 4, 6
- Time management and organization are post-high school skills you are getting first hand practice with now.

# WHAT SHOULD YOUR DAY LOOK LIKE?

Here are some suggestions to consider when planning your days:

## Your Health

Your bedtime/wake time, meals, exercise, going outside, mental health breaks, etc.

- You need to try to do normal, healthy things for yourself.
- Set a reasonable bedtime and a wake time for yourself.
- Drink plenty of water to stay hydrated.
- Get fresh air when the weather and safety permits.
- Plan time to exercise everyday. YouTube has great free workouts from yoga to HIIT. Set timers so that you make yourself get up from your computer to stretch or take a walk.
- Keep up normal routines like getting ready in the morning. The first few days are fun in PJs and messy hair all day, but after two weeks...let's get it together 😊.

# WHAT SHOULD YOUR DAY LOOK LIKE?

Here are some suggestions to consider when planning your days:

## Family / Social Contact

Helping your parents, checking in with friends, visiting grandparents, etc.

- Things are probably hard on the adults in your family.
- If you're feeling overwhelmed with duties at home, reach out to your teachers to let them know. We are here to support you and we just want to know how to best help you.
- Check in with your friends on their "social-distancing" experience, but also call them to talk about dumb stuff (shows on Netflix, memes, and whatever else you kids talk about these days).
- Laughter and normal conversation are helpful to de-stress your lives.

# WHAT SHOULD YOUR DAY LOOK LIKE?

Here are some suggestions to consider when planning your days:

## Other Responsibilities

Chores, running errands, etc.

- Every single student has a different set of additional responsibilities on their shoulders, especially at this difficult time.
- To help yourself feel more in control of these responsibilities, put them in your schedule so that you're not constantly interrupted by them.
  - For example, if you are babysitting a younger sibling a few days a week, figure out when your down time will be. Morning? Evening? During a nap? That's when to get some eLearning done.
- If you're feeling overwhelmed, send an email to your teachers or your counselor. They will LISTEN and help you come up with a plan. You do not need to bear all of this on your shoulders unless you don't ask for help!

TIME	ACTIVITY	LOCATION
7am - 9am	Morning Routine: Wake up (set alarm!), get ready (shower, dressed, hair, etc), breakfast, exercise	Bedroom/bathroom/garage
9am - 11:30am	eLearning: Check in for attendance, check Google classroom for assignments, complete 1-2 assignments.	A designated, quiet place where you won't be interrupted
11:30 - 1:00pm	Lunch and Relaxation: Make something delicious, go outside (weather and safety permitting) and connect with family and friends	Any
1pm - 3:30pm	eLearning: Complete remaining assignments, email teachers with questions, make a to-do list with anything unfinished	Your designated space
3:30pm - 5pm	Social Time: Check in with friends and family. Do something fun. Color. Draw. Go for a run. Watch squirrels.	Any
5pm - 7pm	Dinner and Family Time: Help your family make dinner. Check in with your parents, siblings, etc.	Any
7pm - 8pm	eLearning: Complete any outstanding assignments, respond to emails, etc.	Your designated space
8pm - 10pm	Relaxation and Bedtime Routine: Wind down, watch a show, brush your teeth and GO TO BED AT A NORMAL TIME!	Any & Bedroom



*"You have within you right now, everything you need to deal with whatever the world can throw at you."*

**-BRIAN TRACY**

# CREDITS



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