

## Time Management

### Get Organized:

Use a paper or electronic calendar to help you organize your priorities. Use your syllabi and write down all of your tasks and due dates. Schedule study sessions along with all of your synchronous class times. For asynchronous classes, block out time as if it is a synchronous session. Take a look at the [Bullet Journal Method](#) for help with planning and organization.

### Prioritize Your Tasks:

Use the [Eisenhower Matrix](#) to help you prioritize what is urgent, not urgent, important and not important.

### Pomodoro Technique:

Use this [method](#) of completing tasks in 25 minute increments to help you stay on track!

### Procrastination:

What are reasons you may be procrastinating? According to Dr. Piers Steel, the most common reason is impulsiveness. Watch this [Ted-Talk](#) and this [video](#) for some helpful tips. Use strategies such as making things manageable and the pomodoro technique to help overcome procrastination.

## Technology Skills

**Technology Skills** are essential to being successful in an online learning environment. Make sure you are familiar with the following educational technologies that are most often used in Stony Brook online and remote courses.

1. [Blackboard](#)
2. [Zoom](#)
3. [Google Apps for Education](#)
4. [Microsoft Office](#)
5. [Respondus and/or Honorlock](#)
6. [VoiceThread](#)
7. Any publisher programs that your professor may use for their course

**Stony Brook Keep Learning website:** Offers tutorials for a variety of technologies for students created by students.

### Laptop Loan Program:

If you need access to a laptop to complete your course work, visit the Library to check out an HP laptop with your SBU ID card.

Most importantly all communication goes to your [Stony Brook email address](#) so check this daily.

## Motivation

### Identify Your Goals:

It will be difficult to track your progress if you don't know where you are going! Make sure your goals are SMART: Specific, Measurable, Achievable, Relevant and Timely. Set small study goals daily and write these down in your calendar. For more info, watch this [video](#) on setting SMART goals.

### Make Things Manageable:

Break tasks down into smaller parts. Divide big projects into steps and focus on one step at a time. If you have large reading assignments, break this into 10-15 page increments. For long lecture videos, break these up into 10-20 minute increments. Use this in combination with the Pomodoro Technique to make challenging tasks more manageable.

### Develop a Growth Mindset:

A part of success is the **belief** that you can succeed! Practice developing a growth mindset where you believe you can improve and complete challenging tasks with practice and effort. Watch this [video](#) for tips to help you develop a growth mindset.

## Communication

### Connect With Faculty:

Verify the way faculty prefer you to communicate with them; go to office hours; ask questions in the General Questions Discussion forum; give faculty useful feedback; and be professional when communicating. In synchronous sessions, use audio, video, and/or chat when appropriate. If you are having difficulty, communicate early!

### Stay in the Loop:

Read the syllabus carefully. Log into Blackboard and check [notifications](#) and [announcements](#) daily. [Subscribe to discussion boards](#) so you don't miss anything important.

### Group Work:

Exchange info and communicate early with your group members. Create a set meeting time and treat it like any other class meeting. Consult this [guide](#) for some helpful tips on working in groups with your peers.

### Study Groups:

Taking online courses can sometimes feel isolating. Create weekly study groups to connect with your peers and help you keep a consistent study schedule.

## Focus/Attention

### When Are You Most Alert?

We all have time blocks when we feel most alert and can work on challenging tasks. Identify the time block when you have the most energy which is around 4 hours per day. Schedule difficult tasks during this time period (i.e. solving challenging problems, writing papers, creating projects) and less demanding tasks outside this time frame.

### Create an Effective Study Environment:

Sit in a brightly lit room, sit in an upright but comfortable chair, silence or turn off your phone and move it to another room, close websites not needed for school work.

### Take Breaks:

We can only hold focused attention for a limited amount of time. Take breaks throughout study sessions, after each Zoom synchronous class and after watching lecture videos.

### Additional Focus Tips:

Get plenty of sleep, eat well and incorporate exercise as these can all affect your focus and attention. Watch this helpful [video](#) for more tips on improving focus and attention.

## Study Strategies

### Self Regulation Skills:

Self-regulation skills help you to plan and monitor your own learning to reach your goals. The [Self Regulation Learning Lab](#) is an interactive website to help you evaluate and improve these skills to be a successful online learner.

### Retrieval Practice:

Practice retrieving information to help solidify information into your long term memory. Take practice tests, create questions, engage in practice problems, practice free recall and take turns explaining concepts to your peers.

### Spaced Practice:

Space out your studying versus cramming it all in one day. It is more effective to study five hours over two weeks than five hours the day before an exam.

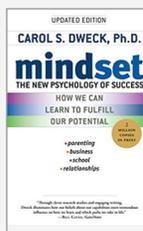
### Crash Course Study Skills:

Learn how to learn! The link above will take you to a series of videos for help on multiple study skills including note-taking, studying for exams, focus, procrastination, planning and how memory works.

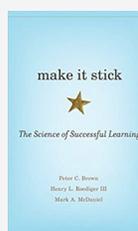
### Finish in 4: Self Guided Resources

This site compiles student success resources from mindset to tutoring to advising and many more!

## Recommended Books



**Mindset**  
by Carol Dweck  
Discusses growth mindset vs fixed mindset and how practice and effort promotes success



**Make it Stick**  
by Peter Brown  
Discusses effective study strategies for students based on the science of learning



**Understand How We Learn: A Visual Guide**  
by Yana Weinstein & Megan Sumeracki  
Discusses evidence based study strategies