

# Rutgers Business School

## Adjusting your school habits during COVID-19

Right now, things may feel out of place. Be patient with yourself, your classmates, and your instructors during this time. Nurture your wellbeing, especially now. One way to start is by mapping your new studying routine, as this can help develop a sense of control. Remember, be **resilient**, **resourceful**, **responsible**, and now more than ever, **reinvent** yourself for the digital era.

Below are some helpful tips that we've developed to make this transition more seamless.

### Remain organized

Here are some things that you want to consider for each class:

- **Are in-person parts of the class changing?**
  - What are they?
  - Where can you locate it or how it is accessed?
  - Is it being live-streamed or can I watch anytime?
- **Are my assignments changing?**
  - Are there new due dates?
  - Do I still submit them online? If so, where?
  - Are quizzes and exams offered online?
- **What should I do if I need assistance?**
  - Is your course providing office hours online?
  - When and what platform is being used?
  - Is there an online forum for asking questions?

### Monotask

If most of your classwork is done alone and your time is less structured, you might be tempted to multitask. **Try not to!** Even if you feel like you're multitasking, you're just switching between tasks very quickly. It's called micro-tasking, and the downsides are that:

- **Assignments take longer**
  - Each time you return to your assignment, you have to get familiar with it all, remember what you were going to do next, etc.
- **You're more likely to make mistakes**
  - Switching between tasks exhausts your mind.

- **You'll remember less**
  - When your mind is more divided, you're not as able to commit your learning to long-term memory.

**Instead**, you should monotask by:

- Focus on one thing at a time.
- Take breaks between tasks.
- Consider using the [pomodoro method](#) to help you focus for 25- or 50-minute periods and then reward yourself with a 5- to 10-minute break.

## Make the most of your virtual lectures

- **Stick to your instructor's schedule**
  - Remaining 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 or discussion forum being used?
- **Close distracting tabs and apps**
- **Take notes, as usual**

## Schedule everything

Creating a schedule can help provide structure and keep you motivated. If you don't already use a weekly or daily calendar, try something like the example below to organize your time, or download apps like [Google Calendar](#), [FantastiCal](#), and others, to organize yourself. Remember to always include time for exercise and self-care—[Peloton](#) is offering a free 90-day subscription, where you can try yoga, HIIT, stretching, strength training, and other classes.

	Scheduled Activity	Course Tasks	Personal / Self-care
8AM			Shower, breakfast
9AM	Connect on WebEx for class		
10AM		Read chapter 7	
11AM			FaceTime with friends
12PM			Lunch
1PM	Review lecture with classmate		
2PM			Yoga

## Trade old strategies for new ones

Keep in mind that your routines may need to change during this time. Start looking for ways to switch your normal habits with new ones.

- **Recreate studying in a café or library**
  - Think about that environment and see if you can recreate it at home. Maybe it's studying at a table instead of a bed or couch. Perhaps ambient noise helps you concentrate better. If so, consider using a white noise app like [myNoise](#).

## Collaborate with teams

Teaming online is definitely not the same as in-person, but it's doable.

- **Don't procrastinate**
  - If you aren't in touch with your teammates, you'll likely fall behind with the group project. Make small progress and keep everyone accountable.
- **Meet regularly**
  - Since teams meet weekly, apps like [GroupMe](#) and [Slack](#) are useful tools to keep projects moving. You can connect to other tools, such as Google Drive, Dropbox, Box, Outlook Calendar, etc.
- **Create an agenda before every meeting**
  - Set the purpose for your meetings in advance to keep everyone organized.
  - Take notes on apps like [Google Docs](#) so you can all contribute and follow along.
- **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. Be responsible.

## Stay connected

Social distancing has limited how much face-to-face time we can have with others on campus, so connecting with family and friends might be more important than ever. The same is true for remaining in touch with instructors, classmates, and teammates to continue your classwork.

- **Schedule video calls with friends and family**
  - Talking with loved ones is often really helpful when you're stressed or nervous about something.

- It's also good to take a break and have a laugh. Apps like [Netflix Party](#) offer a new way to watch shows with others online. Netflix Party synchronizes video playback and adds group chat to your favorite Netflix shows.
- **Attend virtual office hours**
  - Connecting with your instructor can help you stay up on coursework.

## **Please remember, this too shall pass**

COVID-19 has disrupted our lives, and some of us might believe that it came at the worst time possible. Rest assured, this is temporary. When the dust settles, you'll get back on track and life will return to normal. We don't know when, but it will happen. Until then, relax your thoughts, take a deep breath, do your best, and stay healthy.

- [Rutgers University](#) updates on COVID-19
- [Preventing](#) COVID-19
- [OTIS](#) remote learning resources
- [Counseling Services](#)
- [Services](#) for Students with Disabilities