

## FOCUS YOUR MIND

- Wake up with enough time to get ready and have breakfast
- Say good morning to your family.
- Log in to Schoology and check your assignments for the day
- Join your class through video conferencing
- Write a “To Do” and check-off activities as you do them.



### YOUR SPACE

- Your learning space should be tidy, comfortable and as quiet as possible.
- If using your webcam, always sit in front of a blank background, if possible.

### YOUR CLOTHING

- Dress in neat, casual clothes.
- Do not wear pajamas.

### EQUIPMENT

- Have your device ready and logged in.
- Test apps to make sure they are working.
- Have a pen and some paper or a pad/book ready.
- Use headphones, if possible.
- Remove all distractions.

### ETIQUETTE

- Be polite, appropriate and civil in your language online, as you would in person.
- When in video calls/meetings, turn off your microphone until required.



### BE HEALTHY

- Drink at least 2 liters of water per day.
- Take breaks every 45-60 minutes.
- Eat a healthy lunch.
- Get some physical exercise.



### BE PRODUCTIVE

- Manage your time – use it for learning.
- Submit all your completed work.
- Spend time revising any items you don't understand and ask questions.

