

# **Top 10 Tips for Successful Distance Learning**

- 1. Create an area just for working (not sleeping or gaming!); stick to a routine and write a schedule so that you get your work done efficiently and still have time to relax and do things you enjoy.**
- 2. Turn off your phone; put away as many distractions as possible.**
- 3. Be prepared. Pack your bag as for normal school so you have the right books and equipment ready for each Conference.**
- 4. Create a "to do" document listing all the tasks and homework as they are given.**
- 5. Check email (and Schoology messages) every day.**
- 6. Even if you can't access your teacher, you can still learn! Don't give up - most answers are on the internet if you look in the right place. BUT, answers aren't always one word answers - sometimes you have to READ or WATCH. Be interested and be patient!**
- 7. Stay in contact with other people. You need support.**
- 8. Set 30 min alarms so you can fully dedicate a set amount of time to learning before moving on.**
- 9. Open a new tab for each Conference so you are ready and prepared. Check the schedule for the day at 8.30am and have the tabs open, ready.**
- 10. Look after yourself and stay healthy.**