



TIPS FOR STUDYING & WORKING FROM HOME DURING COVID-19 PANDEMIC

Ball State Counseling Practicum Clinic at Ivy Tech

Introduction & Outline

- Why is this so hard?
- Staying organized
- Making yourself a schedule
- Finding a work space
- Getting ready to work
- While you're working
- Being kind to yourself
- Progressive Muscle Relaxation

Why is this so hard?

- Disruptions in our routine are hard and can be distressing!
 - Can lead to decreased productivity, low motivation, or difficulty focusing
- Many of us are making large transitions in how we do our work or homework, so we need to re-evaluate how we do this work while at home.
- Work and school are major parts of our life, so engaging in effective self-care needs to include caring for the way we do work and school work.
 - Job satisfaction is related to overall well-being



Staying Organized

Why it's important:

Working and learning from home, we may have less structure and accountability than we are used to.

With everything going on in the world, we are experiencing more stress and therefore our minds may be more easily distracted so writing things down and staying organized may help us stay on track.

Tips:

Keep a calendar of deadlines that you will see frequently (in your phone or on paper).

Make a to-do list and rank tasks by priority.

Making a Schedule



- **Why it's important:**

- Being home more may make you feel disoriented to what day of the week it is or what you need to do on that day.
- Setting a schedule can help you stay on track with your work and tasks.

- **Tips:**

- Make a weekly schedule with time blocked for assignments, online classes, and studying
- Your schedule should fit you and your life (morning vs. night; schedules for children)

Work Space

Why it's important:

- Most of us are used to a separation between our work space and our relaxing, home space.
- Although we may have to sacrifice or change a great deal of that due to social distancing and working/learning from home, we can still do our best to make separate “zones.”
- Can help to get us into “work mode” or “relaxing mode.”

Tips:

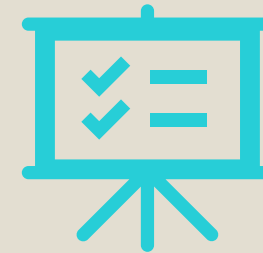
- Don't work or attend class in bed
- Find a spot that is your “go-to” work spot
- Make sure your work space is as quiet as possible

While you're working



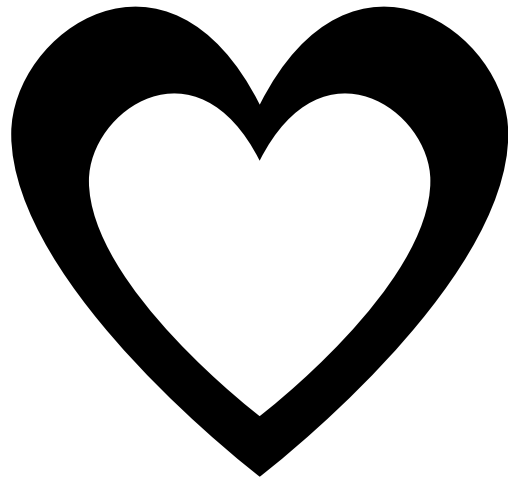
Why it's important:

- Due to changes in our routines and increased stress, focusing on work or classes may be difficult.
- Since our minds are very busy right now, we may need to work harder to eliminate distractions and keep ourselves focused on work.



Tips:

- Turn your phone off, put it away, or use focusing apps on your phone
- Make your space private (as much as possible)
- Make a list of goals for the day to keep yourself on task



Be kind to yourself!

- It's hard to focus when we're anxious and dealing with a lot of stress, so be kind to yourself if you are struggling to stay on task.
- If we get too hard on ourselves and become frustrated, it may actually make us LESS productive.
- **Try this!**
 - Give yourself more breaks between things
 - Try self-compassion activities or a gratitude journal to stay positive
 - Ask for support from friends or family
 - If you get stuck, reach out to your instructor or peers

Fitting this into your self-care plan



Psychological



Emotional



Physical



Social



Spiritual



SELF-COMPASSION ACTIVITY