Excelling as an Online Student at Tyndale University

Personal Life Tips

Maintain a Daily Routine

- Wake up and go to bed the same time every day. A regular sleep schedule is important for mental health!
- Drink lots of water and eat healthy, regular meals
- Find ways to exercise and/or go for walks
- Give yourself time to do something you enjoy that helps you disconnect from work.
- Consider exploring and alternating between different spiritual disciplines, prayer, and readings. Find ways to maintain a sense of meaning and purpose in your life.

Establish a Workspace

- Establish a clean, organized workspace everyday. This can improve your effectiveness and morale while working and help you feel more engaged in class.
- Store everything you need nearby so you do not have to leave your work area.
- If you are struggling to focus after being in the same workspace for several days, consider trying new environments every other week.

Tips for Completing Readings and Assignments

Schedule 'Reading Sessions' or 'Work Sessions'

- Schedule your academic work into organized sessions.
- Figure out how long you can stay focused during these sessions. Do not overwork yourself for extended periods of time but be willing to stretch yourself.
- Organize your days by planning a specific number of work sessions to do in a day.
- Be realistic with the number of sessions you schedule in a day. You still have to meet your professors' expectations but you also need a healthy work-life balance.
- When it's time for a break, make it a quality break. Avoid technology and find refreshing, non-stimulating ways to relax. Try new hobbies!

Pre-Emptively Avoid Distractions

- **Mobile Devices:** Turn off devices you don't need. Check your device for a "Focus" or "Do Not Disturb" mode, or download an app that can disable distracting apps.
  - *Examples of Apps:* Offtime, Cold Turkey, Forest, FocusMe, etc.
- **People:** Avoid being in places where others are likely to distract you. Consider informing family members that you will be unavailable while you work.
- **Music:** Consider listening to instrumental music that has no lyrics. Use headphones to block out other noises; noise-cancelling headphones are great for this.
  - *Examples of Instrumental Genres:* Classical music, Soaking music, Lo-Fi music, Movie/TV/Video Game soundtracks and remixes.

Tips for Online Lectures

Maintain Your Usual Classroom Habits

- Take notes and ask/record questions when possible. Both will help you stay engaged.
- Read your readings before class to familiarize yourself with the lecture's material.
- If a lecture is being livestreamed, use a webcam to help you maintain a presence in the class. It will also help keep you accountable to your professor.
- Treat your workspace as you would a classroom. Be prepared, organized, and focused on the lecture. Avoid social media, videos, and other forms of entertainment.

Take Healthy Breaks

- When your professors call for a break, leave the location you normally do class in.
- Avoid spending your break on more screen time. Get away from technology to give your brain a chance to rest.
- Go for a walk
- Get a healthy snack
- Socialize with family, friends, and peers.

For Pre-Recorded Lectures

- Consider downloading or streaming the lecture, putting on a pair of headphones, and going for a walk as you listen to the lecture. Keep in mind that this is not effective for everyone, it can be distracting for certain types of learners.
  - ❖ Please remember to be aware of your surroundings!

Centre for Academic Excellence

Writing and Tutoring Services

- Writing & Tutoring Services provide both writing consultations and tutoring sessions in online formats. Please keep in mind that Written Feedback sessions often require special permission and access.
- For more information, see https://www.tyndale.ca/writing-tutoring

Accessibility Services

- Academic accommodations are still available to students completing online courses. Accommodation plans are personalized according to up to date medical documentations and/or psychoeducational assessments.
- For more information, see https://www.tyndale.ca/accessibility-services

Academic Advising Services

- Academic Advising provides help with navigating online courses, time management, and planning your academics. They can also help with course selections.
- For more information, see https://www.tyndale.ca/academic-advising