

KEEP CALM, STAY FOCUSED: TIPS TO STUDY ONLINE

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

TIPS TO STUDY ONLINE

With several lectures, assessments, and assignments being offered online, we have to change the way we study and prepare for tests. So, let's keep calm and stay focused with these tips:

- ❑ **Planning:** To effectively plan for the day, set specific goals, prioritize tasks based on importance and deadlines, allocate sufficient time for each activity, and regularly reassess and adjust the plan as needed to stay on track. Use tools such as the PASS Seven Day Event Planner, the PASS Term Calendar, the Toronto Metropolitan University Assignment Calculator, the Toronto Metropolitan University Calendar and the TMU GPA Calculator.
- ❑ **Quality, not quantity:** To allow for better retention and understanding, space out your studying sessions to ensure more effective long-term learning. For example, to avoid brain fog, it's better to study for one (1) focused hour rather than attempting to study for hours at a time without breaks and getting distracted.
- ❑ **Self-directed learning:** Self-directed learning involves taking initiative and responsibility for your education. Explore diverse resources available across campus such as the TMU Library, PASS Tutoring, SLLS Learning Support, and the Tri-Mentoring for guided support.
- ❑ **Use e-resources:** Check out various learning resources that can support your learning. i.e. LinkedIn Learning, YouTube, Quizlet, etc. Also, make sure to familiarize yourself with any tech or e-resources your Professor frequently uses. Don't forget to use Google Calendar to set up your study schedule.
- ❑ **Regular contact:** Don't isolate yourself. Work virtually in pairs or small groups (via Google Meet, Zoom, Skype) to share ideas and ensure accountability by sharing your goals or calendar with a friend. Use the Group Project Plan to organize your time wisely and the Assignment Planner.
- ❑ **Exam practice:** Practice the format of your exam using the Exam Preparation Guide. Practice for exams by completing the questions provided by your professors, working through textbook exercises, and consistently practicing until you feel confident. Practice makes perfect! Attend our learning workshops on Exam Preparation. Also, review the Technology Tips for Online Tests and Exams to familiarize yourself with online testing methods.

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