

TIPS AND TRICKS FOR STUDYING/WORKING FROM HOME

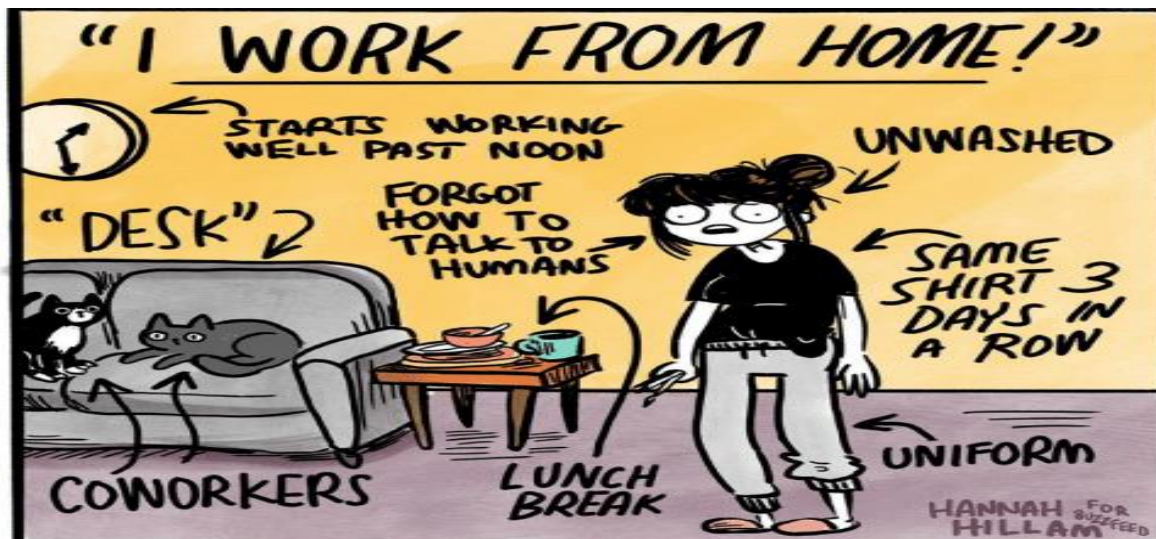
During the coronavirus crisis, most of us will be working or studying at home and here are a few tips and tricks to ensure that we stay on track and achieve as much as we would usually from our place of work or study...

1. **CREATE A DEDICATED WORK AREA**

- a. Bedroom – sit at a desk not on your bed – too tempting to have a snooze!
- b. Dining Room, Kitchen – if working in a space used by others agree a time to use it when you can be alone

2. **BE NEAT AND TIDY**

- a. Remove all distractions – put your mobile on silent and avoid social media during your core hours
- b. Tell other members of the house that you are working/studying
- c. Tidiness and order creates a calmer environment
- d. Wear your usual work/study clothes not your PJs or joggers – this psychologically focuses your mind on work/study



NOT...!

e. Make your environment more like a work/study area



3. MANAGE YOUR TIME EFFICIENTLY

- a. Plan your day – good idea to follow your work / study routine and get up at the usual time and be ready for work/study
- b. As you won't be travelling to work/uni, take a short walk or do some exercise before starting the day
- c. Use the core time of the day to concentrate on difficult tasks – plan a schedule of tasks to be covered that day
- d. Work in blocks of 45 minutes (or even shorter) with a 10 minute break (Pomodoro) – this keeps your brain refreshed and your mind won't drift
- e. Treat the day as a normal work/lecture/study day – take lunch at the same time and leave all non-work/study tasks until the day is completed or you are having a break
- f. Don't eat at your desk – make this a proper break away from your study/work area

4. **ESTABLISH AN EFFECTIVE ROUTINE**
 - a. Try to avoid multi-tasking – make a note of the task you need to do later, don't interrupt your current train of thought
 - b. Pick a definitive end time of the day if you are working. If you are studying, make sure you have lots of breaks
 - c. Start earlier if you are a morning person

5. **USE ALL THE ONLINE TOOLS AVAILABLE**
 - a. Use all the online library tools/university tools to enable and enhance your work/study
<https://www.buckingham.ac.uk/life/library/electronicinformation/databases>
 - b. Use Teams or the Moodle forums to ask questions and interact with others online
 - c. Find a study buddy and organise online discussions at certain times during the week
 - d. Use technology to stay connected, but try to avoid social media when you are actually studying/working

6. **ORGANISATION/FILING/STUDY SKILLS HELP**
 - a. Clear note taking and filing will improve and make your study/revision time more effective
 - i. Look at **ASK – Academic Skills Knowledge**
<https://www.buckingham.ac.uk/student-life/university-facilities/academic-skills/>

And specially dedicated workshops:
<https://vle.buckingham.ac.uk/course/view.php?id=8859>
 - ii. Cornell Note-taking –
<http://lsc.cornell.edu/study-skills/cornell-note-taking-system/>

<https://medium.goodnotes.com/study-with-ease-the-best-way-to-take-notes-2749a3e8297b>

Other useful advice

<https://www.bbc.com/worklife/article/20200312-coronavirus-covid-19-update-work-from-home-in-a-pandemic>