Logistics Checklist for Learning Online Interactive Sheet

Directions: Use this checklist to set up your learning environment and analyze each point.

<u>Name</u>:

❏ <u>Location</u>. If possible, create a distinct and well-lit space at home not used for other activities like cooking or sleeping. Keep water and healthy snacks nearby.

Describe your current location where you plan to complete your online work and study.

❏Minimize distractions. Close browser tabs and windows not relevant to your work. Turn off all notifications from emails and social media. Keep the TV off, etc.

Describe how you plan to minimize distractions.

❏ Take regular breaks from the computer. Take frequent small breaks, but try not to interrupt your flow for too long.

Describe how long you plan to work and how often you plan to take breaks.

❏ Gather contact and support information. Keep relevant information for your course easily accessible. Collect the phone numbers, email addresses, and support links for your institution.

Describe what relevant information and support links you plan to have easily available. Where will you store this information?

❏ Schedule a weekly routine. Establish a regular structure to your weekly schedule to help you manage your time and keep your studies on track.

Describe your proposed weekly routine in terms of work, classes, studying, and other personal responsibilities.

❏ Stay organized. Keep a calendar of tasks and due dates; keep notes handy.

How do you plan to track tasks and due dates for the semester?