

tips for  
students with  
differing needs

# REMOTE LEARNING

Enhancing Self-Management & Productivity  
during the Transition to Remote Learning

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University students nationwide are adjusting to a new set up for instruction, with all classes now provided digitally. This protects everyone's safety and offers new flexibility in one's day without that added commute time. However, change in routine with increased independence can be particularly difficult for individuals who have executive functioning deficits, such as students diagnosed with ADHD or an autism spectrum disorder. Executive functioning relates to self- and work-management (things like time awareness, priority setting, organization, and memory).

Learning remotely has many advantages, but can move away from the accountability, predictability, and controlled environment (like that quiet study floor in the library) college students grow accustomed to during the typical college semester. Below are tips for setting up routines, creating and maintaining a distraction-free learning environment, and enhancing work skills during times of remote learning.

## ROUTINES



### KEEP DAYS (& NIGHTS) SIMILAR

Maintaining a structured, similar routine day-to-day can assist with sleep, stress reduction, and productivity. Predictability can also help provide added comfort during unpredictable times.



### POWER HOUR

With increased flexibility, you have more control over when to tackle more challenging tasks. Take time to identify your high energy, and low energy, times.



### TECHNOLOGY AIDES

Use technology to help stay on track. Download calendar widgets to track all zoom meetings (for class, study group, etc.), appointments, exams, and due dates.

Set alarm reminders 10 minutes prior to class to get comfortable, gather needed materials, and prepare your computer, tablet, or smartphone.

Digital to-do lists can also help you stay on track with what you need to do.

Have a watch handy. Keeping track of how long tasks take can help with project completion and work awareness.

## ENVIRONMENT



### ALLOCATE A WORK SPACE

Find a work space for class, studying, and homework that is quiet and as distraction-free as possible. Have a back-up space in mind you can go to as needed to break boredom, avoid unanticipated interruptions, etc.

Figure out what background noises you best respond to; some people prefer soft music or a white-sound machine, while others need complete silence.

Place your phone on the charger in a location outside of arm's reach, or better yet, put it outside the room in which you are doing your work.



### SET BOUNDARIES

Set polite but firm rules for others in the house during class times and identified work hours.

During class and study time, turn off notifications aside from alarms.

Have a set time to allow yourself to check email, phone, etc.

## MANAGING WORK AND STAYING MOTIVATED



### GOAL SETTING

Identify a handful of tasks you would feel good about completing each day. Share a main goal you would like to accomplish with an accountability partner (a classmate, parent, significant other) to keep yourself on track.

Order your to-do list by priority, considering upcoming deadlines, importance, and time needed to complete projects.



### WORK INITIATION

Getting started on tasks can be very difficult. Take time to break down tasks into smaller parts, and start with an easier step on the task list.

Treat yourself to small rewards (those that take 30 minutes or less) when completing small tasks. When getting started on a task, remind yourself what you can do after the needed task is done.



### DIGITAL STUDY GROUPS

As exams approach, set up study groups with a group of classmates.

Teaching material in your own words and aloud to others helps material stick.

Check with classmates regularly for clarification on projects and taught material.

## OTHER QUICK TIPS



### STAY ORGANIZED

Set up digital (or actual) folders for all your classes. Each day, make sure class-notes taken are dated, labeled, and placed in designated folders.



### PARTICIPATE

Stay present in class by taking notes, participating based on your comfort level, and reach out to professors or teaching assistants with questions you have.



### PRACTICE SELF-CARE

While also physically distancing, engage in activities you enjoy, exercise, connect with others, and prioritize health eating and sleeping habits.

## SUPPORTS ON CAMPUS

The KCLASS Center offers time management and organization services for individuals with ADHD and autism, with services available through Zoom.

[Learn more >>](#)

The Student Success Center offers online assistance for academic coaching, tutoring and supplemental instruction. They have also identified other tutoring services on campus.

[Learn more >>](#)

Tutoring is also available through the Multicultural Student Life Center, with booking made via your MyUTK Portal.

[Learn more >>](#)

The Writing Center offers video- and email-based writing help.

[Learn more >>](#)

The Student Disability Services is continuing to provide support to students needing disability-related course accommodations.

[Learn more >>](#)

FOR MORE INFORMATION ABOUT HOW TO BE SUCCESSFUL WHILE LEARNING ONLINE, VISIT [TINY.UTK.EDU/REMOTELARNINGTIPS](https://tiny.utk.edu/remotelearningtips).