STUDENT GUIDE TO WORKING REMOTELY

This guide will help you stay sharp, stay sane and stay safe as you navigate learning in a semester of isolation.

WE WON'T JUDGE YOU IF YOU DON'T BRUSH YOUR TEETH BEFORE READING

(Just kidding, we totally will.)
You're not wearing pants, tuning into lectures from your bed, and haven't combed your hair in days...It's bliss, right?

Well, this guide is here for you when the luster wears off, and you're ready to make this your best semester yet!

Let's do this!

5 STEPS THAT SET YOU UP FOR SUCCESS:

1. **Set the stage!** Create an environment where you're comfortable - but not too comfortable. Dedicate an area where you'll study every day, and use it religiously. You'll get bonus points with us if it's well-lit and tidy!

2. **Put your pants on.** No, seriously. You'll be more inclined to focus on your textbook, not Netflix.

3. **Make a schedule.** Give yourself blocks of time for studying, eating, and, yes, taking breaks. Promise us you stick to it!

4. **Communicate with your housemates.** When you're at the library, people typically don't bug you. Make it clear to those you live with when you're in "do not disturb" mode.

5. **Play hide-and-seek with your phone.** Our phones are our biggest distraction. Keep it out of sight (so it stays out of mind), or invest in an app that limits the amount of time you spend on it.

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**PATIENCE STEPS THAT SET YOU UP FOR SUCCESS:**

- Tune in to "The Commons Mix" playlist on Spotify!

**MASTER TIME MANAGEMENT!**

- **Goal-setting**
- **Prioritizing**
- **Organizing**
- **Self-awareness**
- **Communication**
- **Planning**
WORKING ON A GROUP PROJECT?
Nail it with these tips on how to run a great virtual meeting!

✔️ MAKE SURE EVERYONE KNOWS HOW TO USE THE TECHNOLOGY
✔️ KEEP ATTENDEES + MEETING LENGTH TO A MINIMUM
✔️ HAVE AN AGENDA + COMMUNICATE IT TO YOUR GROUP AHEAD OF TIME
✔️ GOOD LIGHTING IS A MUST!

PRO TIP:
Take notes! Don’t let the convenience of being able to rewind and play lectures again keep you from taking notes.

MENTAL HEALTH + WORKING REMOTE

COMMONS-APPROVED READS:
- The Lean Startup
- Grit: The Power of Passion and Perseverance
- Start With Why
- Make Time
- Zero to One

GET OUTSIDE, SUNSHINE IS KEY <
DRINK PLENTY OF WATER <
STICK TO A DAILY ROUTINE <
DON'T SKIMP ON SLEEP <
LIMIT TIME ON SOCIAL MEDIA <
READ A BOOK <

The Multitasking Myth
Research in neuroscience tells us that the brain doesn’t really do tasks simultaneously. So, give yourself a time limit on each of your tasks so you can really focus and do your best!

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PRO TIP:
Give your LinkedIn profile an edit + refresh!
PROJECT MANAGEMENT

101:

Let's face it: college requires self-discipline. And a lot of it. From essays and group projects to midterms and finals, it's a heckofalot to juggle. Here are some primo tips that will help you deal with it all.

USE A PLANNER.
Get into the habit of using a calendar or planner. Write down and keep track of due dates, appointments, or group chats.

ESTABLISH A DAILY "HIGHLIGHT".
Pick a different task or assignment each day that you will feel good about accomplishing - and get it done! Think, "If I get 'X' done today, I've had a productive day."

BREAK UP YOUR ASSIGNMENTS.
Break apart projects or papers into sections. They will feel more manageable that way.

ACKNOWLEDGE YOUR ACCOMPLISHMENTS!
If you've just finished a big assignment, let someone know! Text your parents, Tweet about it, or shout it out to your roommate down the hall.

R-E-L-A-X.
A little advice a la Aaron Rodgers. Major change can be stressful, and affects the way we feel and function. Give yourself the chance to relax and disengage from school and work.

Have a question you want answered? Ask us on social media @thecommonswi! We'll give you our best advice!

PRO TIP: CONTINUE TO ASK FOR INTROS!
Even though we’re not meeting face-to-face, don’t let that stop you from networking and making connections!

- Make the ask clear
- Make your reasons clear
- Connect others
- Make scheduling easy
- Know your value
- Show genuine interest