

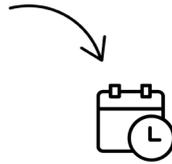
CHECKLIST ONLINE LEARNING



UNIVERSITÄT
HEIDELBERG
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A productive day for me means...

- Fixed times when I get up or go to bed 
- Fixed times for studying, whenever my concentration is highest
- Breaks for food and exercise



Create a **weekly plan** based on this information

Take active breaks to exercise and reflect



...and a good week includes

- Fixed dates (live events, learning groups, part-time job, work, hobbies...)
- Shopping 
- House work



More information on [time management](#)

Features of a productive workspace

- Calm and organised
- No distractions (no phone!)
- All required materials available, e.g. computer and pens
- Fresh air
- Good lighting 
- Comfortable chair
- Visible timetable/weekly plan
- Motivating image
- Functioning technical equipment

Helpful tips

- Take care of your biorythm into consideration when creating your weekly plan: are you an early bird or a night owl?



- Introduce a morning and evening ritual in your day. This might be a (joint) breakfast in the morning or a short yoga session in the evening.



- After completing the last learning unit, think about what you will do first the next day.
- Fixed working hours are just as important as making time for yourself, your friends/family and for your hobbies. Set clear boundaries between work and free time.



If you ever need additional help and want to speak with someone, then contact the [Central Student Advisory Office](#) and the [Psychosocial counselling for students \(PCS\)](#).

Structuring your week is important for productive and focused work. But your mental health is just as important for successful learning. We have listed [suggestions](#) here on how to increase your mental well-being.

- Find the right level of information intake for yourself (chats, instagram, news, etc.) For example, only check your news app at fixed times
- Take notes about how you are feeling and share your feelings with others.



- Keep in contact with your family and friends. For example, make regular phone calls or take part in digital games or cooking evenings.
- Try to get outside! Go outside at least once a day and go for a relaxing walk or go running.