

AUGUST 2020

TRANSITION TO ONLINE LEARNING

A SUCCESS TOOLKIT



**Student
Well-Being**
MCDONALD CENTER

CONTENTS

I. NAVIGATING THE UNKNOWN

II. HOW TO BE PRODUCTIVE

III. CREATING HEALTHY ROUTINES

IV. HOW TO STAY MOTIVATED

V. BUILDING RESILIENCE

**VI. BUILDING RESILIENCE IN
TIMES OF LOSS**

VII. MINDFUL SELF-COMPASSION



NAVIGATING THE UNKNOWN

TIPS FOR SUCCESS

FEED HOPE

- Find hopeful stories to read and share.
- Focus on your individual strengths and ability to navigate tough situations.
- Trust your instincts and your gut - avoid letting other people's anxiety weigh you down.
- Revisit past successes.
- Give yourself space, time, and grace to feel feelings.

FIND FOCUS & FLEXIBILITY

- Focus on what matters - leave everything else.
- Plan as you can, but accept that things will change.
- Give yourself time to create contingency plans, but avoid too many "what if" scenarios.
- Trust in your ability to continue to adapt as needed.
- Do your research, but remind yourself that no one has all the answers right now.

GOOD ENOUGH IS GOOD ENOUGH

- Remember: there's no perfect decision in an uncertain situation.
- Celebrate wins instead of focusing on perceived failures.
- Control what you can - a meal, a call with a friend, time spent outdoors.
- As best as you can, let go of things you can't control.

BE KIND TO YOURSELF (AND OTHERS)

- Care for your body, mind, and spirit.
- Seek support and ask for help when you need it.
- Offer yourself kindness and compassion when you're struggling.
- Remind yourself that you're not alone in your struggle.
- Limit news consumption.
- Offer kindness and support to others - it helps you too!



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NAVIGATING THE UNKNOWN



FEED HOPE

What are strengths you possess that have helped you navigate difficult times in the past?

How can they help you now?

FIND FOCUS & FLEXIBILITY

Practice contingency planning for your evening plans. What is Plan A?

And if that doesn't work out, what might Plan B look like?

Plan C?

GOOD ENOUGH IS GOOD ENOUGH

What has gone well recently?

What is outside of your control today?

How will you let that go?



BE KIND TO YOURSELF (AND OTHERS)

What do you need help with today? Who can help you?

What will you do for yourself today?

What will you do for someone else today?



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HOW TO BE PRODUCTIVE

TIPS FOR SUCCESS

FOCUS FIRST THING

- Set up a morning routine for yourself to help transition into the day.
- Consider doing one task that seems hard or less fun first to get it out of the way.
- Create time in your routine to revisit your to-do list or priority list and adjust as needed for the day.

MANAGE TIME

- Be realistic about how much time tasks take, and organize your schedule accordingly.
- Use time in between classes or meetings to accomplish tasks that require less focus or attention.
- Be sure to create space for mental, physical, and nourishment breaks.
- Take one task at a time rather than trying to "multi-task".

BE KIND TO YOURSELF

- Be kind to yourself as you adjust to working in a new environment and in uncertain times.
- Offer yourself kind words and patience - just as you would offer a friend during these times.
- Create time and space to process stress and emotions, and add in intentional self-care activities to your day.

CELEBRATE

- At the end of each day, celebrate things you accomplished, big and small.
- Create ways to mark progress for yourself, perhaps by crossing things off a list, sharing updates with a friend, or just pausing to reflect on everything you got done today.



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HOW TO BE PRODUCTIVE

TIPS FOR SUCCESS



FOCUS FIRST THING

What would a morning routine look like for you?

What are the most important aspects of that routine? Why?

How do you track your to-do list, priority list, or schedule?

MANAGE TIME

What are the most important parts of of your day?

What needs to be in your schedule for today?

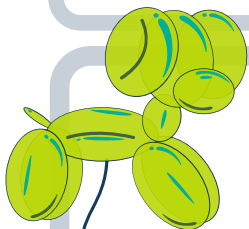
What can wait until tomorrow?

BE KIND

What are somethings you say to yourself when things don't go as planned?

What could you say to yourself that would be kinder and more patient?

you got this!



CELEBRATE

What did you accomplish today? How will you celebrate?



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HOW TO BE PRODUCTIVE

TIME MANAGEMENT WORKSHEET

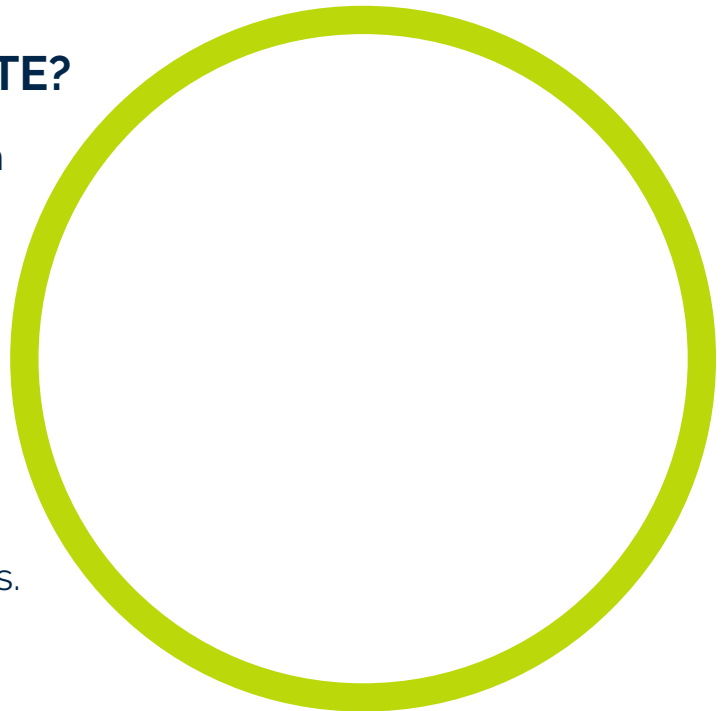
WHAT'S ON YOUR PLATE?

1. Make a list of all the tasks on your plate right now. Include self care such as sleep, meals, physical activity and breaks.

2. Circle the tasks that have to happen.

3. Star the tasks that can be adjusted based on priorities.

4. Use the matrix below to prioritize.



PRIORITIZATION: THE EISENHOWER MATRIX

	URGENT	LESS URGENT
IMPORTANT	Do First	Schedule
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
LESS IMPORTANT	Delegate	Don't Do
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



CREATING HEALTHY ROUTINES

TIPS FOR SUCCESS

STICK TO A SCHEDULE

- Wake up at approximately the same time each day and continue your morning routine as you usually would
- Do your best to stick to your self-care routines before or after classes (ie exercising, etc.)
- Maintain a to-do list for each of your classes
- Celebrate wins by sharing with friends and family

PLAN AHEAD & ASK YOURSELF:

- When are my most productive times of the day? (Schedule accordingly)
- What are my top 3 most important things to accomplish today?
- How can I incorporate an intentional break today, and what will that break include?
- What boundaries do I need to set today? (ie avoid distracting social media, negative news exposure, etc.)

CREATE YOUR OWN WORKSPACE

- Keep your workspace separate from spaces where you tend to relax, as much as possible
- Post meaningful quotes, inspirational signs or other things that boost your mood
- Keep your workspace as clean and as organized as possible

TAKE MINDFUL BREAKS

- Take a lunch break and even consider connecting with a friend via Zoom or FaceTime to eat together
- Take several short but intentional breaks throughout the day (Examples could include connecting with a friend, going outside, adding in time for favorite hobby, exercising, etc.)



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HOW TO STAY MOTIVATED

START WITH A SELF-CHECK

ROUTINE

- How successful have you been adhering to a routine you set?
- Where have you been most successful?
- What has led to success?
- What have been the barriers to greater success?
- What barriers are within your control?
- What elements of your routine need to be tweaked to be more realistic and set you up for greater success?

REFRAMING PRODUCTIVITY

- Given current circumstances, what does it mean to be productive?
- How is it the same as when you are working and studying on campus?
- How is it different?
- Where do you see yourself trying to measure up with others?
- How do you let go of those comparisons?

ACCENTUATE THE POSITIVE

- What strategies could you use to identify large and small accomplishments?
- How do you celebrate them?
- How are you building self-care in to your routine? Fun?
- What new ways could you try to practice self-care, have fun and celebrate successes?
- What could you say to yourself to be encouraging in light of current circumstances and all you've accomplished to date?
- How can you be kinder to yourself?

RENEWING MOTIVATION

- Why are the things you are trying to accomplish important to you? Zoom out to a bigger picture if needed.
- How do you break larger tasks down into manageable pieces?
- Who in your support system could kindly help with accountability?
- How do you procrastinate?
- How could you shift those procrastinations in to a reward system for accomplishments and meeting goals?



HOW TO STAY MOTIVATED

TIPS FOR SUCCESS



BE KIND TO YOURSELF

Congratulate yourself on all you have accomplished thus far despite very challenging circumstances, globally and locally, and remember that you are not alone in this.

EVALUATE & TWEAK AS NEEDED

List the barriers to productivity and motivation that are in your control:

Create a reasonable plan for addressing them:

SET YOURSELF UP FOR SUCCESS

Talk to someone in your support system about how they can help you with accountability.

Name who that person is:

List what you are doing for self-care, and for fun:

CREATE A MANTRA

Create a brief encouraging mantra to post on your mirror or as wallpaper on your phone that grounds you in the ways you have been successful, reminds you of shifted expectations and/or inspires you going forward.

Ex: Remember that things are hard across the world now and I can do hard things.

Write your mantra below:



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PLANNING YOUR ROUTINE

What are some things that you'd like to prioritize as part of your routine specifically related to your academic pursuits?

What gets in your way of you accomplishing what you've listed above?

What are some things you can do to address the things that get in your way?

What are some things that you'd like to prioritize as part of your routine specifically related to your personal well-being?

What gets in your way of you accomplishing what you've listed above?

What are some things you can do to address the things that get in your way?

How can you reward yourself for successfully sticking to your routine?
How can you celebrate small wins and who can you celebrate them with?

BUILDING RESILIENCE

TIPS FOR SUCCESS

RECOGNIZE STRESS

- Pay attention to your current state of being.
- Notice physical sensations, and pay attention to how stress feels in your body.
- Notice your thoughts and how they impact your mood and behavior.
- Notice your emotions and how they ebb and flow.

CARE FOR YOUR BODY

- Our bodies store and manifest stress and emotions, so caring for them is essential to building resilience.
- Focusing on small changes to care for your physical health can have significant impact.
- Consider simple habits like increasing hydration, adding an extra piece of fruit to your plate, or going to bed 20 minutes earlier.

STRENGTHEN CALMING RESPONSE

- Notice how different activities leave you feeling, and prioritize calming ones.
- Try out or revisit relaxing activities such as mindfulness, meditation, or prayer.
- Add simple deep breathing techniques throughout your day.

ENGAGE YOUR SENSES

- Using your senses to anchor attention to the present moment can be a grounding and calming experience.
- Pause throughout the day to notice what is happening around you.
- Release any thoughts as they come and invite your attention to rest only in the present.

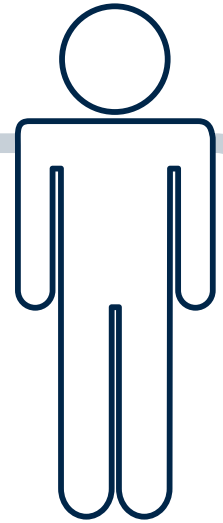


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BUILDING RESILIENCE

TIPS FOR SUCCESS



RECOGNIZE STRESS

Where in your body do you feel stress?

What does it feel like?

Are there less healthy habits that emerge when stressed?

STRENGTHEN CALMING RESPONSE

List activities that utilize technology to help you relax:

List activities that do not utilize technology to help you relax:

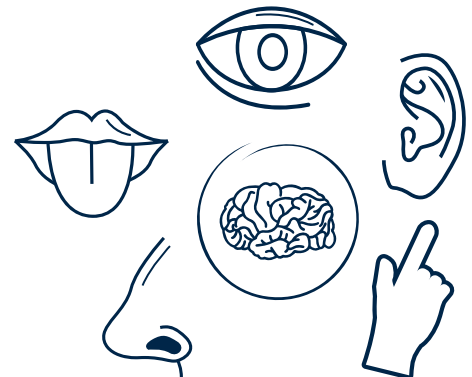
CARE FOR YOUR BODY

What are examples of tiny habits you can make to improve your physical well-being?

What is one small change you can make today?

ENGAGE YOUR SENSES

What are pleasant ways you can engage your senses to bring your attention into the present?



BUILDING RESILIENCE IN TIMES OF LOSS

- Most of us are experiencing grief as a result of loss, at differing magnitudes, in these challenging times.
- Whether a rite of passage, experience, opportunity, the loss of a loved one or something else, it is important to acknowledge these losses and how we feel about them.
- As we grieve these losses we can search for meaning in them to build our resilience in circumstances that are out of our control.

"We tell ourselves things like, I feel sad, but I shouldn't feel that; other people have it worse. We can, we should, stop at the first feeling. I feel sad. Let me go for five minutes to feel sad. Your work is to feel your sadness and fear and anger whether or not someone else is feeling something."
-David Kessler, author of [Finding Meaning: The Sixth Stage of Grief](#).

"In some ways suffering ceases to be suffering at the moment it finds a meaning, such as the meaning of a sacrifice."
-Viktor E. Frankl, [Man's Search for Meaning](#)

Resources

- [Brene Brown Unlocking Us podcast](#), On Grief and Finding Meaning
- [Action For Happiness Meaningful May Calendar](#)
- [Grieving the Losses of Corona Virus, NY Times 3/23/20](#)
- [On Coronavirus Lockdown? Looking for Meaning, Not Happiness NY Times 4/6/2020](#)
- [University Counseling Center](#)



BUILDING RESILIENCE IN TIMES OF LOSS

NAME WHAT YOU HAVE LOST AND THE ACCOMPANYING FEELINGS

**WHY WERE THEY IMPORTANT TO YOU?
WHAT VALUES DID THEY TAP IN TO?**

**HOW CAN YOU CELEBRATE AND HONOR WHAT YOU HAVE LOST?
WHAT RITUALS WILL HELP YOU WITH THAT?**

**HOW CAN YOU BE HELPFUL TO OTHERS IN ALIGNMENT WITH YOUR
VALUES DURING THIS TIME?**

MINDFUL SELF COMPASSION

This 5 minute exercise can quiet the critical voice in your mind and offer you self-support in times of stress.

RESPONSE TO LOVED ONE

Remember a time when a loved one was suffering or struggling. What did you say to that person? What tone of voice did you use?

RESPONSE TO SELF

Think about a time when you were suffering or struggling. What did you say to yourself? What tone of voice did you use?

GRATITUDE PRACTICE

Your critical voice is the negative narrative that likely was apparent in the last step. Take a moment to thank your critical voice. Your gratitude doesn't suggest the voice is right or acceptable - it just acknowledges that it exists.

FLIP THE SCRIPT

Take a moment to offer yourself the same kindness and compassion that you offered your loved one in the first step.



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