


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.



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.

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 \(PCS\)](#).