Personalize your schedule to ensure you are effectively and efficiently completing your courses to the best of your ability. While there are other important priorities, like family or work, creating a checklist or schedule can help keep you focused and on top of your course work. You might consider some or all the following for your personalized checklist:

Stay on Top of Your Studies:

- ❑ Check your calendar to prepare for your day
- ❑ Check SYR Email Regularly
- ❑ Check online courses for updates and announcements
- ❑ Review course syllabi
- ❑ Complete smaller tasks as they come in (i.e. respond to emails, submit completed assignments, etc.)
- ❑ List priorities or establish daily goals

Allow Flexibility:

- ❑ Schedule time for breaks to step away from your work to both clear and reenergize your mind. Get up and move around, get some fresh air if you can.
- ❑ Leave time for yourself to move things around if last minute changes are needed, to start something new, or take on new responsibilities.
- ❑ Understand your limits; don't let your studies suffer by getting sidetracked.

Finishing the Day Strong:

- ❑ As the day comes to an end, take some time to re-evaluate your progress throughout the day.
- ❑ Prepare for the next day, organize your desk and create a list of top goals for the next day.
- ❑ Plan ahead, identify space for yourself as needed for your upcoming course assignments and requirements.
- ❑ Wind down with reading for pleasure, connecting with friends and family virtually, try to get a good night's rest.

Best Practices:

- ❑ Display your calendar somewhere you can see it. Mark important due dates and events to keep you on track.
- ❑ Check your technology:
  - ❑ Verify audio/video devices are charged and working correctly in preparation for your Live Session (Synchronous Session)
  - ❑ Verify you are using the current version of the correct browser and/or application
  - ❑ Neaten your physical space for your Live Session to reduce distractions