

Navigating the New Normal

DEAR COLLEGE OF LAW STUDENTS:

As we continue to prepare for the move to online classes and distance learning, there are a lot of things that we can do during this extra week of time off to set ourselves up for success.

Tapping into your strengths to maximize the online experience...

Are you high relationship building? Are you a WOO-er? Video chatting with friends may help fill the void. Try moving your study groups to virtual meetings - Zoom, Google Hangouts, Facetime are just a few of the good options out there.

Is your achiever going crazy with all of this uncertainty? Let's get your to-do list and calendar up and running. I love my new notepad:



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MAKE A SCHEDULE

...and stick to it!

This may be one of the most difficult things about working from home. It's easy to fall off of your game when you are working from home. Experts recommend that you treat working from home like you are working at the office. Get up and get dressed at your normal time. It's nice to wear your pajamas all day, but that may contribute to a lazy feeling. To set up your schedule:

- Set up an hour-by-hour grid/calendar.
- Fill in your class blocks.
- Add your sleep schedule - what time do you want to be in bed at night and for how long?
- Schedule in your meals.
- Add in your study/reading/outlining time.
- What spaces are open? What are your priorities for this time?
 - Mental health? Meditation, journaling, etc.
 - Physical health/exercise?
 - Downtime? Leisure reading, video games, etc.

Weekly Calendar							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							

How else can you tap into your top 5 to ease this transition?

Still feeling off? That's okay. This is going to take some time to get used to. Things will come up that you can't plan for - we all need to give each other some flexibility and grace. Take a deep breath and reassess. *We will get through this.*

We all want to find a way to control what's going right now? Make a list of things that you can control and things you cannot control. Take the controllable list, make a plan, and start taking steps to move forward.

Need help? Let's talk.

tina.jernigan@mail.wvu.edu | www.calendly.com/tinajernigan

Creating a Home Office / Study Space

Assess your space - What options do you have?

OPTION 1: SEPARATE OFFICE SPACE

If you are lucky enough to have access to a completely separate office space, then you have the foundation already in place to build your ideal study environment.

Create space on the desk for everything that you need. If you have a smaller desk, consider adding a folding table for your textbooks, notepads, printer, etc.



OPTION 2: COMBINED OFFICE SPACE

Not everyone has access to a separate work space and may have to set up in their bedroom.

Working on your bed may seem like the easiest, comfiest option, but studies show that it's honestly not your best option. Your sleep space should be separate from your work space. I recommend that when you wake up, you make your bed (trust me, it'll make you feel better) and transition away from it. Even if you are still in the same room, treat your bed as your bed - not as your work space.

Do you have a desk or can you put together a desk set up? This can be folding table or a real desk. You can use your freshly made bed as a place to spread out your books/study materials if you need to - just don't climb in and lay down! :)

General Tips for your workspace:

Pick a spot that has good internet service. Depending on your home set up and provider, you may need to be closer to a router than the location you want provides.

Consider the lighting of the space. Most overhead lights aren't great for work. Bring in a lamp or some natural light. *I rearranged my space until I could be near a window. Natural light helps me with my stress and mood.*

Personalize it! You are going to spend a lot of time in this space. Add a couple of things that make you smile.

Get up, shower, and get ready - it's easy to live in your pajamas right now, but getting ready will wake you up and set you up to bring your A-Game.

If you are in a space with other people, this will likely provide another challenge. They will want to chat with you and check on you, and that's okay. Be upfront with them and explain your rigorous schedule. You can even show them a copy of your hourly schedule.