

Sticking to the Schedule: **Time Management During Remote Learning**

The shift to remote instruction has tasked caregivers with both parenting duties and instruction facilitation – sometimes for more than one student – all while maintaining their own work load. Sticking to a general schedule can reduce stress and increase productivity.

1. Have breakfast at the same time, every week day.



WHY?: Having students “report” to breakfast each day is a consistent start to the day and helps everyone have a productive day.

2. Make a schedule. Invest students by having them help set their schedule.



WHY?: Consistency and structure help students learn. Teachers spend a lot of time putting in consistent routines and schedules for this reason.

3. Set an alarm for breaks and lunch times.



WHY?: An audio reminder that it is time for a break keeps school time and recreation time separate, and allows school time to be more productive.



4. Structure academic activities around kids' attention spans.



WHY?: Elementary students generally can work on assignments for 25 minutes before a break is needed. Everyone should have a break and transition after an hour.

5. Give students the opportunity to show independence.



WHY?: Great education gives students the change to practice independence and use skills. When structures are in place, caregivers can step back and let student develop autonomy.

6. Be flexible when "the plan" doesn't go to plan.



WHY?: The combination of a sudden shift to remote learning, uncertainty about the future, and many personalities cohabitating is stressful. There will be hiccups, and that is okay.



BUREAU OF STUDENT WELLNESS

NH Department of Education