



understanding different study sessions.

The ideal study routine should have three phases: **(1) prepping, (2) reviewing and (3) wrapping up.**

- **Prepping** sessions allow you to prepare for a class so you have a general idea of the contents of your lecture. Ideally, you should schedule a 30 min prep session before each class (you can stack them, however);
- **Reviewing** sessions allow you to consolidate knowledge. If possible you should schedule regular reviewing sessions 2 to 3 times per week.
- **Wrap ups** should be scheduled further apart, like once every two weeks and tap into more information than review sessions,

online class checklist.

- ☐ Enter the learning platform 5-10 minutes before the session starts
- ☐ Plug in your computer or make sure it's charged;
- ☐ Make sure audio & video output/inputs are ready;
- ☐ Open your notes app or notebook/binder and fill in the date, course & lecture topic;
- ☐ Skim quickly through the main topics of the lecture;
- ☐ Make sure you have water and/or other drink with you;
- ☐ Headphones & mic nearby (if needed).



go beyond your lectures.

Online classes will give you a larger perspective of how you obtain knowledge and getting in touch with professors and colleagues is essential. Share your notes, ask for feedback on your work and raise questions - these are all essential components of your academic experience and should not be left out due to online platforms.

- ☐ Create a Discord/Teams/Slack workspace for you and your classmates to share info and ask questions;
- ☐ Create/manage/participate in a shared Notion Knowledge Database with notes, info and materials gathered by your class, that you can all share and use online;
- ☐ Ask for your professors' email address so you can ask for feedback and ask questions;
- ☐ Sign up for platforms featuring research & academic papers in your area of studies;
- ☐ Start investing in your personal knowledge database (you can use Notion, Dropbox Paper or Evernote for this) with topics of your interest that relate to your coursework.

free, basic resources to try out.

- ☐ **Notion** to organise your Knowledge Database;
- ☐ **Google Calendar** to use calendar blocking + multiple lineups to manage your time & organize your tasks;
- ☐ **Google Tasks**, to manage your tasks (works with Calendar)
- ☐ **Slack** to manage a workspace for your colleagues;
- ☐ **Pomofocus** to create alarms for study sessions & breaks;
- ☐ **Google Drive/Dropbox** to manage and backup files;
- ☐ **Onenote/Notion** to take your notes online;
- ☐ **Quizlet** to create & use online flashcards;
- ☐ **Desmos**, an online graph calculator;
- ☐ **Diagrams.net** for mindmapping online
- ☐ **Camscanner** to scan & upload your files
- ☐ **Khan Academy**, for free content explaining a variety of subjects;
- ☐ **Cold Turkey**, to block websites that can distract you during classes/study sessions
- ☐ **Memento**, a personal dashboard for Chrome featuring a task list, reminders and inspiring quotes & backgrounds;
- ☐ **Google Scholar / SSRN**, to access free essays and other scholarly work