

Balancing Learning and Living at Home

Chapman Learning Commons



Questions to Consider

1. Working and learning from home is different from working and learning on campus. How so?
2. What are some additional considerations, or challenges that you've experienced as a student, that might impact your work-life balance?

Summary: How do students address these challenges? (Advice from CLC Assistants)

- 1. Establish a routine, and communicate it with those you share your space with.**
 - a. Wake up at the same time daily to mimic your working week.
 - b. Set boundaries with those you live with, about how and when you want to communicate. Share your schedule, or place a 'do not disturb' sign on your desk.
- 2. Separate fun and work places.**
 - a. Study in a fixed spot. When you take a break, move away from that spot. This will help reinforce that your workspace is for work only.
 - b. UBC HR has compiled a [useful ergonomics guide for working from home](#).
- 3. Follow habits to be productive.**
 - a. Schedule all upcoming activities at the beginning of the work week, and create a daily to-do list. Be very specific when you write down tasks.
 - b. Set short deadlines throughout the day to stay on track, of no more than 50-minute time chunks (to mimic courses, and to make sure you have at least a 10-minute break per hour). The [Pomodoro](#) technique is also popular.
 - c. [The urgent-important matrix](#) can help you determine priorities.
- 4. Maintain appropriate communication with classmates and instructors.**
 - a. Consider the ideal communication methods for different situations.
 - b. Write down all of your questions and document your thoughts, to clarify your expectations and avoid miscommunication when working with others.
- 5. Be understanding toward yourself.**
 - a. Adjust your productivity expectations and practice self-care.
 - b. Consider enrolling in the [Wellness Centre Online](#) (UBC students) or your school's Wellness initiatives to access resources and develop strategies for wellbeing.

Key Resources

[Keep Learning Website](#): Online learning tips, technologies, self-care, and support resources.
[Chapman Learning Commons Website](#): Academic support and [online learning resources](#), by students, for students.

