

Online Learning Toolkit

A guide to helping you stay productive and positive whilst learning at home



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Setting up a workspace



Whilst learning at home, you will need to identify a personal, quiet spot to use as your work area. Working at a desk or table is the most suitable. Make sure you have enough room for everything you need - like your laptop, books and stationery.

Top tips for setting up your workspace

Try not to work from your bed. Use your bed only for sleeping and relaxing. If you can only work from your bed, sit on top of the covers.

Use headphones to help you concentrate and block out background noise. Create your own playlist of your favourite songs. Choosing songs without lyrics may be helpful.

Keep your workspace area tidy. Declutter your space by throwing away any rubbish and clearing any plates or cups. When you finish your work for the day, make sure your space is ready and set up for the morning.

Try to pick somewhere with natural light. Natural light helps to reduce eye strain which can cause headaches, and studies have also shown that it can boost your mood and productivity.

What do young people say?

'I break up my work by walking around the house between lessons.'

Ella

Organising your workload



Learning at home can be overwhelming and it may be difficult to know where to start with your workload. Working from a timetable is useful in outlining your tasks and setting your goals.

Top tips for organising your workload

Prioritise your workload. When it's quiet, start your harder tasks then. When it's louder or there are more distractions – complete your easier tasks.

Work in short bursts. Try 20 minutes on, 5 minutes off.

Use a timer (on your phone) to set the amount of time you would like to dedicate to a task. When the time is up, even if you haven't completed your task – take a short break, then set the timer again.

Take regular breaks away from your work and the screen. Studies have shown that taking regular breaks increases productivity and improves concentration

Switch off your phone. If you find that your phone is too much of a distraction, take it to another room and switch it off.

What do young people say?

'At the beginning of the week, I organise my workload into daily tasks to make it more manageable.'- Kim

Maintaining a Routine



When you aren't in school, it is easy to fall out of a routine. To make the most out of learning at home, it is important to try to build and maintain a routine. It's okay if you don't stick exactly to your routine, but by using it as a guide it can help you to be more productive.

Part of maintaining a routine is setting yourself goals for each day. Outlining your goals is a good way of setting up what you would like to achieve out of your day.

Start by asking yourself these questions:

- What do I need to do today?
(Make sure these are realistic)
- What is the most important thing that I need to do first?
- Do I have everything I need to

What do young people say?

'To stay in a routine I make sure I get dressed and undressed at the beginning and end of the day.'- Poppy

What do young people say?

'I have found it really useful to plan my days and make the most of my time.'- Ben

DATE: ___/___/___

AN AFFIRMATION FOR TODAY

SLEPT: FROM ___ TO ___ TOTAL HOURS: ___
 GOOD DREAMS BAD DREAMS NO DREAMS

NOTES:

OTHER ACTIVITIES: EXERCISING COOKING CLEANING WALKING GARDENING
 SOCIAL TIME WASHING WALKING READING GARDENING
 HELPING CLEANING ALONE TIME CREATING MUSIC
 TIME GARDENING

TIME: _____ AM / PM OF _____ AM / PM TO SLEEP

NOTES:

DAILY GOALS:

WHAT I EAT FOR:

DRINKS: _____ SNACKS: _____

TIME: _____ SNACKS: _____

CHOICE: _____ TO _____ TOTAL MINUTES: _____
TIRED:

THINGS THAT WERE FUN: _____
THINGS THAT WERE HARD: _____
THINGS I WILL MAKE SURE _____
AND THINGS I'D LIKE TO TRY FOR MYSELF TOMORROW _____
WHAT I AM GRATEFUL FOR TODAY _____
WHAT I AM LOOKING FORWARD TO TOMORROW _____

Use the worksheet on page 13 to help you!

Maintaining a Routine: Forming Habits

Healthy habits are an important part of maintaining a routine, being productive and rewarding yourself for completing tasks.

How to form healthy habits:

Step 1: Connect your new habit to an existing habit

Tying new habits to things you already do is an effective way to make them part of your routine. Instead of planning to “go for a walk later,” plan to “go for a walk right after dinner every evening”.

After existing habit, I will new habit.

Step 2: Reward success

When you are successful, treat yourself to a small reward. Rewards should not contradict your habit (e.g, a big dessert for eating a healthy meal), and they should be something you can do regularly. Even small rewards will reinforce a new habits.

Whilst learning at home, forming healthy habits may relate to sleeping, eating and exercising.

After new habit, I will reward.

EXAMPLE 1:

Step 1: After I complete my Maths, I will do 20 star jumps.

Step 2: After I do 20 star jumps, I will relax for 30 minutes.

What do young people say?

‘After I finish my school work I reward myself by baking.’- Faith

EXAMPLE 2:

Step 1: After I complete my journal entry, I will practice deep breathing for 10 minutes.

Step 2: After I practice deep breathing for 10 minutes, I will listen to music.

Try some of your own:

Step 1: Connect your new habit to an existing habit

After _____	I will _____
----------------	-----------------

Step 2: Reward Success

After _____	I will _____
----------------	-----------------

Step 1: Connect your new habit to an existing habit

After _____	I will _____
----------------	-----------------

Step 2: Reward Success

After _____	I will _____
----------------	-----------------

Step 1: Connect your new habit to an existing habit

After _____	I will _____
----------------	-----------------

Step 2: Reward Success

After _____	I will _____
----------------	-----------------

End of the day Journaling



When setting yourself daily goals and working to a timetable, it's important to reflect on what has gone well. Journaling is what you make it to be. You can write your reflections as an entire diary entry or in a bullet point list - whatever works best for you.

At the end of each day, ask yourself:



Expressing Gratitude



Staying Connected: Checking in with your teachers, friends and yourself



Ask yourself:

- Have I spoken to someone about how I'm feeling today?
- Have I spoken to my friends today like I usually would in school?
- Have I spoken to a parent or teacher when I needed help?



Remember: Your teachers are still there to help you when you're learning at home. It's important to still check in with your teachers, make note of any questions you have and ask for help when you are unsure about your work!

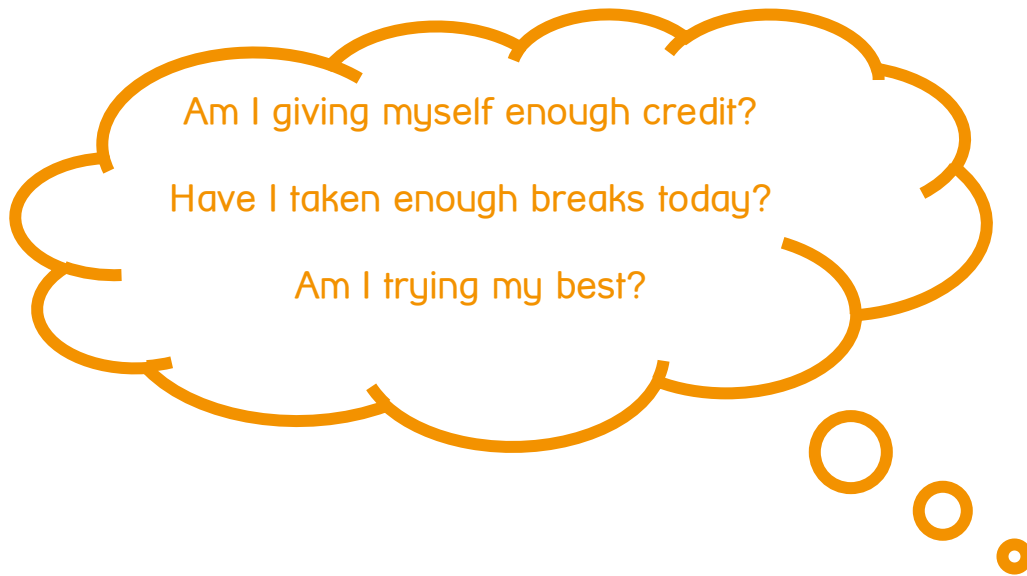
Ideas to stay connected with others:

- Write a letter or draw a picture for your neighbour. Do you know a neighbour who lives alone? This could make their day!
- Make a scrapbook of some of your favourite memories and photos
 - Make a sign to thank your local postman
 - Look through old family photo albums
- Call and check in with a family member, if you have a family member that lives away this could be a good time to catch up with them
- Is there a place where you live that you miss going? Maybe a shop or a restaurant? Write them a letter to let them know
- Connect with online groups and discover new hobbies or revisit old ones!

What do young people say?

'I make sure to eat dinner with my family at the end of the day.' - Ffion

Checking in with myself:



The things that you say and the way that you talk to yourself reflects how you can feel overall.

Use the box below to write your own positive affirmations. This should be a phrase or statement that challenges any negative or unhelpful thoughts, motivates you, encourages positive changes in your life and helps to boost your self-esteem.

e.g. "I will be kind to myself and others today."

"I will not worry about things I cannot control."

"I am enough."

My Positive Affirmations

A large, empty, rounded rectangular box with a light orange background and a dark orange border. The text "My Positive Affirmations" is written at the top center in a dark blue font.

Self-care Reminders



Right now, you are living through a challenging and difficult time. As you are still adjusting and coping with each new challenge, it can be easy to forget to care for yourself.

Sometimes just getting out of bed in the morning is enough. Now, more than ever, it is important to be kind to yourself and make time for your own self-care.

Self-care and Your Wellbeing

Self-care means taking care of yourself so that you can be mentally, physically and emotionally healthy. This is all a part of improving your wellbeing, which is how well you live day to day.

It is important to look after all three areas of your wellbeing, and recognise that some areas may need a little more attention.





Emotional wellbeing may include social interaction or connection with others, spiritual influences, ways to help you relax, or creative activities.



Mental wellbeing may include ways to keep your mind active such as puzzles or mindfulness techniques, or strategies to reframe negative thoughts or worries.



Physical wellbeing may include looking after our diet, sleep and exercise or interacting with nature. It may also include looking after any physical health problems.

What do young people say?

'At the end of the day I make sure I watch my favourite TV show.'
- Carys

Think about each of these wellbeing areas and come up with one way in which you could improve them!

What do young people say?

'I try to exercise daily - it's a great way to release my emotions.'
- Jaoa

See page 16 for self-care ideas!

DATE: __/__/__

AN AFFIRMATION FOR TODAY:

SLEPT: FROM __:__ TO __:__ TOTAL HOURS: _____

GOOD DREAMS BAD DREAMS NO DREAMS

NOTES:

LESSONS	1	2	3	4	5	6/EXTRA

DAILY GOALS:

-
-
-

WHAT I ATE FOR:

BREAKFAST:	LUNCH:
DINNER:	SNACKS:

EXERCISE: __:__ TO __:__ TOTAL MINUTES: _____

TYPE(S):

OTHER ACTIVITIES:

<input type="checkbox"/> JOURNALING	<input type="checkbox"/> LEARNING	<input type="checkbox"/> HAVING FUN
<input type="checkbox"/> SOCIAL TIME	<input type="checkbox"/> COOKING	<input type="checkbox"/> GRATITUDE
<input type="checkbox"/> SELF-CARE	<input type="checkbox"/> MUSIC	<input type="checkbox"/> MEDITATION
<input type="checkbox"/> TIME OUTSIDE	<input type="checkbox"/> CLEANING	<input type="checkbox"/> CREATIVE WORK
	<input type="checkbox"/> ALONE TIME	<input type="checkbox"/> _____

TIME:	AS I WOKE UP			AS I WENT TO SLEEP
MOOD:				
NOTES:				

THINGS THAT WERE FUN OR RELAXING TODAY:

THINGS THAT WERE HARD OR STRESSFUL TODAY:

TONIGHT I WILL MAKE SURE I:

KIND THINGS I DID FOR MYSELF TODAY:

WHAT I AM GRATEFUL FOR TODAY:

WHAT I AM LOOKING FORWARD TO TOMORROW:

BRAIN DUMP:

CONTROL AND COVID

Stress and anxious thoughts can be triggered by feeling a lack of control, we're currently living through uncertain times and we're all feeling the stressful consequences of this.

However, there are still many things we do have control over. This is why it's more important than ever to focus on what we can control, and to practice coping strategies like mindfulness and distraction, that help us 'let go' of thoughts that we can't control!

Things I can control...



Things I can't control...



COPING SKILLS

Coping skills help us get through difficult times—they can give us an important break from mental and emotional distress, there a different types of skills for different situations

Distraction

Absorb your mind in something else

Conversation, listen to talk radio, read, do puzzles, TV, computer games, jigsaws, solve a problem, make a list, learn something new, cleaning & tidying, gardening, arts & crafts.

My ideas...

Grounding

Get out of your head and into your body

Body & senses: smell fragrances, breathe in for 7, hold for 8, out for 11, walk on grass barefoot, meditate with an app, 5 sense activity find 5 things you see, 4 you feel, 3 sounds, 2 smells and 1 taste, square breathing

My ideas...

Emotional Release

Yell, scream, run! Try a cold shower. Let yourself cry. Put on something funny and let yourself laugh! Try boxing, popping balloons, or crank up some music & dance

My ideas...

Self-Care

Cook a special meal, clean your house (or just make your bed), bubble bath or long shower, brush hair, buy a small treat, pamper yourself, speak to a friend, practice gratitude

My ideas...

Thought Challenge

Write down negative thoughts then list all the reasons they may not be true. If someone you love had these thoughts –what advice would you give them?.

My ideas...

Access Your Higher Self

Help someone else, smile at strangers (see how many smiles you get back), pray, volunteer, do randomly kind things for others, pat dogs at the local park, join a cause

My ideas...

SELF CARE IDEAS

It's important to care for yourself every day, even if only for a few minutes. Here are some ideas of ways to show yourself love whether you're having a good or not so good day

NOT SO GOOD DAYS!



GOOD DAYS!



CONSISTENCY IS KEY!

These are just a few examples of what you could do, come up with your own!

Brain Dump



Use this space to write down anything that's on your mind. This could be writing down a thought, a worry, a reminder or something you just wanted to get off your chest. This is your space!

Useful Contacts



Newport Mind Services

Open 9am-5pm Monday-Friday

Telephone: 01633 258741

Email: changingminds@newportmind.org

Follow us on social media:



Childline

Open 7.30am - 3.30am every day

Telephone: 0800 1111

Website: www.childline.org.uk







Samaritans

Telephone: 116 123

Email: Jo@samaritans.org (24 response time)

Apps



	<p>Calm Harm provides tasks to help you resist or manage the urge to self-harm.</p>
	<p>The MeeTwo app allows you to talk anonymously about difficult things with other people of a similar age or experience.</p>
	<p>Headspace helps you to learn the essentials of meditation and mindfulness.</p>
	<p>A daily mindfulness and meditation guide at your fingertips.</p>
	<p>An app for sleep, meditation and relaxation.</p>
	<p>Daily affirmations help rewire our brains, build self-esteem and change negative thought patterns. Empower yourself by verbally affirming your dreams and ambitions.</p>