TOP TIPS
For Going Virtual

So we've always known that some of our work can be online. Whether it's a college essay submission, contacting your sixth-form tutor by email or using the online portal for university, when it comes to going digital we certainly know our stuff!

However, I don't think anyone was quite ready for the shift we've had to make in these unprecedented times!

It has now become an expectation for us to transform our entire workload into an online capacity which can be pretty daunting no matter how tech savvy you are!

In this zone, we want to help you out by providing some top tips and useful links to get you through this. It may be that colleges and universities take a more virtual approach with some elements of their teaching from now on so it's good to get this practice in!

TOP TIPS
For Moving Online

Try and familiarise yourself with any online software you are being asked to use.

Don't be afraid to ask questions and get in contact with your tutors! They will want to know you are getting on ok, rather than suffering in silence.

Try and allow for extra time in your day. You may have some WiFi issues or technical difficulties to think about.
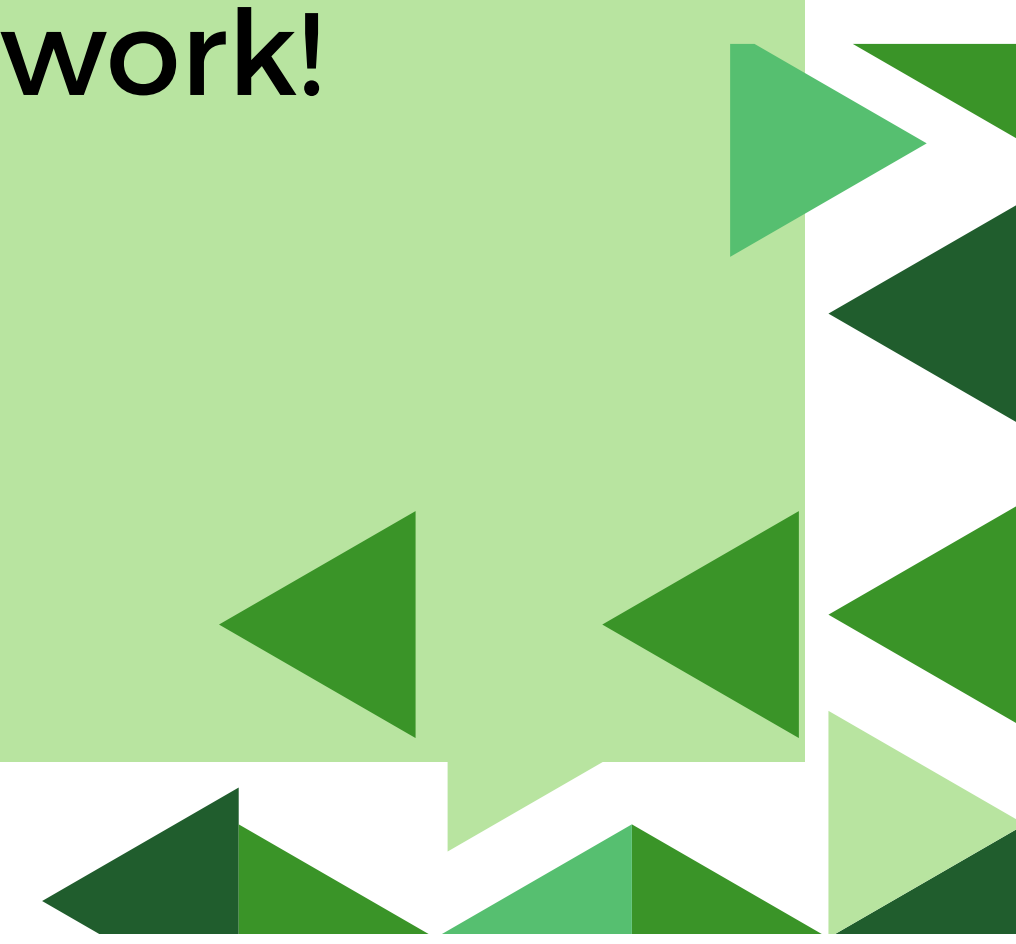
TOP TIPS
For Working From Home

Try and keep your routine as similar to the one you had when you were going about your normal day. Still get up early and eat breakfast and get ready for the day ahead! Giving your day structure will help your productivity.

Try and match your workspace as best you can. Don't slump on the sofa or in bed! You don't want to be in a place that doesn't motivate you. You also don't want to sit down to relax later and associate the sofa with work!

TOP TIPS
For Working From Home

Take regular breaks and break up your day. Stepping outside of the house at the end of your working day can be a great way to seperate work from home.

Make yourself accountable! Have meetings with tutors or promise to email them work by a certain time. This will help you continue to hit deadlines and have something to work towards!

We have so many great tips and tricks that can help you; get the best work space, be productive and work from home. Check out our 'useful videos' to see more!