

## Checklist “study@home”

### Here’s how to study well at home!

The current situation, with a mix of online and face-to-face lectures, requires a well-organised life. Take some time and use some creativity to shape your daily routine! Use the following questions and tips to see what is already working , and what you might want to change.

#### My motivation

What would I like to achieve with my studies? What interests me most?

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What are the pros and cons of studying online? And how does studying online influence my motivation?

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#### Organising “study@home”

A clear daily routine will help you to “study@home”. Start with a rough basic structure. Think about fundamental things like sleep; food; time spent for your studies; ETH-free time; etc. Then work out the details. We recommend keeping to a [weekly plan](#).

#### The fundamentals

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|--|---|
| <input type="checkbox"/> I am getting enough sleep.                                    | <input type="checkbox"/> I know the times of the day when I study the best. |
| <input type="checkbox"/> I am keeping to my optimal getting-up and going-to-bed times. | <input type="checkbox"/> I take breaks for physical activity.               |
| <input type="checkbox"/> I have enough time to work on my studies.                     | <input type="checkbox"/> I have scheduled time slots for social contact.    |
| <input type="checkbox"/> I have enough ETH-free time.                                  |   |

#### Tips

Daily rhythms are individual. Think about your biorhythm; the time you normally spend in class; your private obligations (housework etc.); and your leisure activities. Look back about half a year and orient yourself according to what has worked well.

If it is difficult to get moving in the morning, create a “going to ETH” ritual. Rituals to close the day are useful too.

## Time planning and weekly structure

Good time planning begins with defining timeframes.

I have defined timeframes for

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|---|--|
| <input type="checkbox"/> Attending livestreamed courses                         | <input type="checkbox"/> Taking breaks                     |
| <input type="checkbox"/> Preparing for courses and for course follow-ups        | <input type="checkbox"/> Eating                            |
| <input type="checkbox"/> Working on exercises                                   | <input type="checkbox"/> Doing sports and getting exercise |
| <input type="checkbox"/> Working on theory                                      | <input type="checkbox"/> Housework                         |
| <input type="checkbox"/> Project work   | <input type="checkbox"/> Letting myself get distracted     |
| <input type="checkbox"/> Discussing questions with other students and lecturers | <input type="checkbox"/> Talking to friends and family     |
|   | <input type="checkbox"/> Pursuing my hobbies               |

### Tips

#### Courses

Plan in enough time to work on your courses. Meet other students after a course and talk: what did you understand, and what not? Or consciously take a break together.

#### Study groups

You do not have to do everything alone. Meet regularly with your study group or study partners. If you do not have these, but would like to, you might contact your [student association](#) for help.

#### Housework

If you live with other people, you can provide mutual help by drawing up a housework plan. Who will cook when? Who will do the laundry? If you live alone, plan a little more time for these things. Cooking, in particular, often takes more time than you think.

#### Exercise and sports

Keeping active helps you to stay healthy and to concentrate. There are many ideas on the internet (e.g. on the [ASVZ website](#)) on how to keep active, even from home.

#### Social exchange

Current rules on “physical distancing” do not in any way imply “social distancing”. Consciously make time for friends and family. Tell them when you are reachable, and when not.

### My tasks

The above questions and tips have let you reflect on your basic structure, your time planning in general and your weekly structure. Now it is time for detailed goals and tasks. You can draw up a new schedule every week, e.g. on Sunday evening.

- My goals for the week are clear to me.
- I know what tasks I want to complete this week.
- I have a good method for prioritising tasks.
- I maintain an overview of my tasks (completed, not completed).
- I do not postpone unpleasant tasks, but intentionally set myself deadlines for them.

### Tip for setting priorities

If you find it hard to set priorities, you might order your tasks according to the **Eisenhower Principle**:

- What tasks are important, but not urgent?
- What tasks are urgent, but not important?
- What tasks are not urgent and not important?
- What tasks are important **and** urgent? You complete these ones first!

### Your workspace

Regardless of the location and how little space you have: set up your workspace so that you work well and feel good.

- I have a workspace where I can concentrate and work in peace.
- My workspace is ergonomic and inviting.
- I have organised and installed everything that I need (computer, headset, writing materials etc.).
- I know the tasks for which I need to be online, and for which I am offline.
- My workspace is well lit.
- The indoor climate of my workspace is pleasant and there is enough fresh air.
- There is nothing to distract me in my workspace.
- I know how to motivate myself.
- I know working methods to stay focused.

### Tip

Many people set up two workspaces: one for online work, and one for offline work. No matter how you organise yourself: tidy up in the evening to make a clear break between studying and ETH-free time.

**Mental health**

The current situation is challenging. It is important to take good care of yourself – not just physically, but also mentally.

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|---|---|
| <input type="checkbox"/> I get news about the current situation from serious sources, at specific times I choose. | <input type="checkbox"/> I consciously attend to my basic needs, such as sleep, food, body care and exercise. |
| <input type="checkbox"/> I have deactivated push notifications.   | <input type="checkbox"/> I keep in touch with people I like.  |
| <input type="checkbox"/> I focus on what I can control.   | <input type="checkbox"/> I know where to get help if things are not going well.                               |
| <input type="checkbox"/> I actively concern myself with people and things that do me good.                        |   |

**Tips****Dealing with information**

Choose a maximum of 1 – 3 information sources. For information in connection with your studies, consult the [ETH website](#). The Rector's directive concerning COVID-19 will also be relevant for you.

**Mental health**

Accept your feelings. It is OK to feel scared, sad or overwhelmed. The important thing is to have someone to talk to about it.

**Concluding reflections**

This checklist has set out many aspects of “study@home” for you to think about. Summarise the most important of these for yourself.

What aspects of “study@home” have worked well for me so far?

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What do I want to change?

How can I change it?

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Who or what could help me?

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How will I know at the end of the term that I have made good use of this challenging time?

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**Do you have questions on the following topics? Do you need some help?**

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|--|--|
| • Preparing for and mastering examinations   | • Coping with pressure and stress                    |
| • Studying with concentration and motivation | • Reflecting on and changing your academic situation |
| • Staying optimistic                         | • Making decisions                                   |
| • Organising daily study routines            | • Learning how to learn                              |

**Feel free to contact someone from the Counselling and Coaching Centre team:**

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→ [For further information see](#)