

# How to Reduce Your Time Preparing for Online Classes and Prevent Emotional Distress: Follow These Strategies

Preparing for online classes can be a daunting task, but it doesn't have to be. By following these strategies, you can reduce your preparation time and prevent emotional distress.



## How to reduce your time preparing for online classes and prevent emotional burnout by Maria Glazunova

★★★★☆ 4.9 out of 5

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## 1. Create a dedicated workspace

One of the best ways to reduce your preparation time is to create a dedicated workspace. This is a place where you can focus on your studies without distractions. If possible, choose a quiet place with good lighting and ventilation. Make sure you have all the materials you need within reach, such as your laptop, textbooks, and pens and paper.

## 2. Gather your materials in advance

Another way to save time is to gather all of your materials in advance. This means having your textbooks, notes, and other resources ready to go before you start studying. It also means making sure you have the software and plugins you need for your online classes.

### **3. Break down assignments into smaller tasks**

Large assignments can seem daunting, but they're much easier to manage if you break them down into smaller tasks. For example, if you have a paper to write, you could break it down into the following tasks:

- Choose a topic
- Do your research
- Create an outline
- Write a draft
- Edit and revise your paper

By breaking down the assignment into smaller tasks, you can make it seem less overwhelming and more manageable.

### **4. Use a planner or calendar to keep track of your deadlines**

One of the best ways to stay on top of your online classes is to use a planner or calendar to keep track of your deadlines. This will help you avoid missing any important due dates.

### **5. Set aside specific times each day for studying and preparing for class**

It's important to set aside specific times each day for studying and preparing for class. This will help you stay on track and avoid feeling overwhelmed. When you're scheduling your study time, be realistic about how much time you have available and how much time you need to spend on each class.

## **6. Don't be afraid to ask for help**

If you're struggling with your online classes, don't be afraid to ask for help. Your instructors and classmates are there to support you. Don't hesitate to reach out to them if you have any questions or concerns.

## **7. Take breaks**

It's important to take breaks when you're studying or preparing for class. This will help you stay focused and avoid burnout. Get up and move around every 20-30 minutes, or take a short walk outside. You can also listen to music or do something else that you enjoy.

## **8. Reward yourself**

Rewarding yourself for completing tasks can help you stay motivated. When you finish a difficult assignment, give yourself a small reward, such as a snack or a break to watch your favorite TV show. This will help you stay on track and make studying more enjoyable.

## **9. Take care of yourself**

It's important to take care of yourself both physically and mentally when you're taking online classes. Make sure you're getting enough sleep, eating healthy foods, and exercising regularly. These things will help you stay healthy and focused.

## 10. Find a support system

Having a support system can help you stay motivated and on track. Talk to your friends, family, or classmates about what you're going through. They can offer support and encouragement.

By following these strategies, you can reduce your preparation time for online classes and prevent emotional distress. Remember, you're not alone in this. Many students find online classes challenging, but it's possible to succeed. With the right strategies, you can make your online learning experience a positive one.



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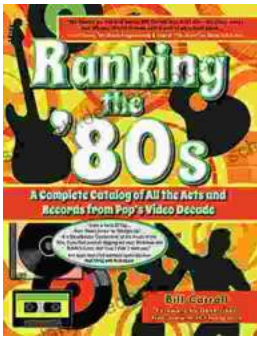
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