



**Adult Education Guidance & Information Services.
Tips on how to structure your Day**

COVID-19

Tips on how to structure your Day advice from Adult Education Guidance & Information Services

Getting used to studying at home:

Life continues this includes work, self care and your commitments. The trick is to find a way to get by in circumstances that you are not used to.

Working from home - Stay Safe and Well

Remember to follow all the HSE hand washing guidelines and self-isolate if required.

Stick to your routine

Get out of bed at your normal time, shower and have breakfast. If you normally walk to and from your class replace this with a short walk or do some light exercises.

If you were attending an afternoon or evening class stick to your normal routine in getting yourself ready making sure to get some exercise.

Study Routine

Try as much as possible to stick to your normal study routine, this may be difficult to do and may require you to make some adjustments at times. Do not worry about this just simply do the best you can.

Maintaining Contact

Being confined to your home for longer periods of time than you are normally used to can be frustrating and tiresome so please make sure to interact with your friends and extended family by phone or SKYPE or other outlets.

Choosing you work Space

This is time for you to get creative, choose a location where you will not get interrupted. If possible, try and avoid eating at your work area.

Remember to maintain a correct sitting position while working at your desktop or using a laptop. We can provide you with guidelines on correct sitting positions.

Take Regular Breaks

Sitting in the one position is not a good idea. Make sure to stand away from your desk or

laptop at least every twenty minutes and do some light stretching exercises.

This will also give your eyes a break from the computer screen. If you are using earphones please make sure to give your ears a break as well.

Ensuring a good nights sleep

Turn off all screens at least one hour before bedtime. Blue light is activating and actually wakes up your brain. It is recommended that an adult should try and get between 7 and 8 hours rest per night.

Listening to Apps such as “Head Space”

<https://www.headspace.com/subscriptions>

and “Calm” <https://www.calm.com/> can be very beneficial to calming down your brain and helping you get a good nights sleep.