

# Student Counselling Office

## Ensuring security and structure through routine in difficult times

Especially in periods with a great deal of insecurity and change, as is currently the case, it can be helpful to maintain routines and organise your everyday life as you usually would. Routines can save time and energy and give you security and structure. In addition to the recommendations below, you can find other ideas and materials on our website.

### **Stick to the usual structure of your day as much as possible.**

Create a plan for the week with set times for activities – for example:

- Waking times and bedtimes
- Study time/study workload
- Breaks
- Exercise, walks, movement
- Hobbies, maintaining social contacts (e.g. online/by phone)
- Limited media consumption
- News/information consumption from reliable sources and a maximum of one or two times per day

### **Set up your study space.**

- A set location
- Only study material on the table
- Set times, agreed upon with roommates where necessary

### **Get in touch with study partners.**

- Get together with fellow students – for example, over Skype, Zoom, etc.
- Use [learn2gether](#) to find study partners.
- Start each morning with a brief joint check-in at a set time.
  - ‘How are you doing right now? What is your plan for today?’
- End your work day at a set time with a brief joint check-out
  - ‘How are you doing right now? What did you get done today?’

### **Formulate your goals using the SMART method**

Specific, measurable, attractive, realistic and time bound

- A SMART sentence could sound like this: ‘Each day at noon I take a one-hour walk.’

### **Create to-do lists and done lists**

- Plan one highlight per day that you can look forward to.
- Start projects that you’ve always wanted to do (e.g. decluttering, learning a language).
- Reward yourself when you’ve completed your little to-do for the day.