There are many guides for how to design an online class and on how to help students, but it’s important to recognize that faculty need to take care of themselves too.

**Manage Your Time**
- Schedule regular times to check on your classes
- Let students know in advance how to best reach you and when
- Set a cut off time when you stop checking on your courses

**Pace Yourself**
- Write down small to-do lists
- Differentiate between what is important and what is urgent
- Grow your online teaching repertoire one step at a time

**Teach Efficiently**
- Start with a simple template and some basic tools
- Create a weekly checklist for both you and your students
- Develop rubrics to help the grading go faster

**Take Care of Yourself**
- Use blue light filtering glasses to reduce eye strain
- Get up and move around at least once an hour
- Carve out some personal time to unplug
- Try to eat well, sleep, and exercise

**Stay Connected**
- Check in on your colleagues
- Do something nice for your students
- Spend quality time with the people around you

**Resources**
- Self-Care for Teachers During the Coronavirus
- Physical Care, Mental Care, and Social Care While Teaching from Home
- Resilient Educator Toolkit

CLICK THIS LINK TO VIEW THE GRAB-N-GO VIDEO