

TIME MANAGEMENT TIPS FOR LEARNING ONLINE

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1. SET UP YOUR VIRTUAL WORKSPACE

- Choose a private area where you can get away from others in the house
 - Use a desk or table with plenty of space and a solid, supportive chair
 - Gather your supplies: notebooks, pens, paper, etc.
 - Be sure your laptop is eye level and your arms have support
 - Be aware of your background for video conferences
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MAKE A SCHEDULE OR CALENDAR

- Block out times you will study during the week, select times when you are alert, and not prone to distractions
- Commit to your schedule as if it is a job that your are being paid for
- Try to get “study time” in at least one hour each day
- Schedule other regular events/tasks as well, i.e. exercise, meals, chores



BLOCK OUT DISTRACTIONS

- Put a sign on your door that you are not to be disturbed because you're studying
- Use headphones to minimize ambient noise
- Clear out things that could divert your attention
- Set up blocks on your computer that won't allow you to go to distracting websites/games



SET GOALS AND INCENTIVES

- Use Pomodoro technique: study 25-30 minutes and take 5 minute break
 - Set small, short-term goals that you can accomplish daily
 - Reward yourself after accomplishments
 - If I get this assignment done, I can play a game or watch a video for 30 minutes
 - Share goals with someone else who can hold you accountable
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CREATE A BALANCE

- You need to have a balance of studying with life
- You need consistent, healthy sleeping and eating habits
- You need some exercise and time outside
- You need to have some fun, recharging activities
- You need to be interacting with friends and family



DON'T BE AFRAID TO ASK FOR HELP

There are many resources still available to you:

- Teaching Assistants (TAs) online office hours,
- Professor's office hours,
- Online Tutors,
- Advisors in ALAC,
- Class Dean
- Friends or students in your class
- Online assistance like Kahn Academy



BE REALISTIC AND LEARN TO SAY “NO”

- As much as you'd like to finish a research paper in a day, chances are you won't be able to. Your online classes will be challenging and you'll have other priorities outside your academic life, and you'll need to set aside enough time to complete your tasks. Setting realistic goals for yourself is the first step in accomplishing them.
- One of the more difficult time management techniques to master, especially when you're pursuing an online education, is the delicate art of saying “no.” From social invitations to doing favors for friends and family who may not understand what it takes to take classes online, it's easy to take on too much—then not have enough time for your studies. Don't be afraid to say no.

