### **LEARNING ONLINE:**

# TIME MANAGEMENT

#### **PLAN YOUR SCHEDULE**

Learning remote or online may involve:

- Attending live class lectures
- Watching pre-recorded lectures
- Engaging with course content through reading and writing online

# STRATEGIES

- 1. Prepare by getting to know the technology required, such as Blackboard, Outlook email, and Outlook Calendar
- 2. Familiarize yourself with your class by reading your syllabus. This is your life line throughout the course
- 3. Understand the time commitment to be successful in your class. For every 1 credit hour per class it is recommended to spend 2 hours for studying (15 credits = 30 hours of studying, which totals about 45 hours per week for school)
- 4. Create a steady routine and keep your planner or calendar updated daily
- 5. Schedule time for self-care, such as exercise, hobbies, or time with friends and family

#### **ORGANIZE & TRACK YOUR DEADLINES**

- Your instructors may or may not provide reminders or use a shared course calendar
- Tracking progress and deadlines is primarily be your responsibility

## RATEGII

- 1. Follow the syllabus and put the deadlines for each test and assignment for every class on your calendar during the designated hours
- 2. Prioritize and determine the work needed to get done each day during your designated study hours for each of your courses using your syllabus
- 3. Be specific when you write down what you plan to achieve, i.e. PSY 101 Pgs. 56-105
- 4. Frequently check your course site for updates on deadlines as this may change during the semester

### LIMIT DISTRACTIONS & STAY FOCUSED

- Learning remote or online is happening in your own space possibly at times you're choosing
- Be intentional about the time and effort you put toward your academic success and minimize distractions

### 1. Determine when you are at your best for school work. Are you a morning or evening person?

- 2. Find a place where you will endure minimal distraction and optimal productivity. Remember to consider lighting, noise level, comfort, etc.
- 3. If you have 50 minute study sessions, take a break for about 10 minutes, if your attention span reaches 30 minutes take a break for about 5 minutes and start again
- 4. Reward yourself for the time and efforts you invest in sticking to your schedule and staying caught up in your courses!

### **COMMUNICATE EARLY & OFTEN**

- Reach out to your instructors and classmates when you have questions- communication does not always flow naturally when online/remote
- Frequently check your email and Blackboard sites for announcements

### 1. Identify all the preferred ways of communication for each instructor. Use your syllabus as a guide

- 2. Routinely check email and course announcements/updates
- 3. Don't be afraid to be the first to reach out, other students may be contemplating to reach out also
- 4. Staying ahead on your calendar gives you the best opportunity to plan ahead to ask questions prior to due dates
- 5. Review the content and tone of your message to make sure your message reflects what you want it to
- 6. Be generous with your instructors, staff, and classmates. Understand they may not be able to respond immediately due to their schedules

