

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

STRATEGIES

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

STRATEGIES

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

STRATEGIES

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