

TIME MANAGEMENT



One of the benefits of taking classes online is the flexibility you have with your time; however, too much flexibility can make it difficult to stay on task. Here are some tips on how to manage your time

CREATE YOUR OWN SCHEDULE

Try your best to keep a good balance between courses, work, social, etc. Keep a detailed calendar/schedule/todo list that you will refer to.

Invest in a planner that will work for you or if you prefer there are many apps/ websites that can help.



REMIND YOURSELF WHAT IS DUE AND WHEN

At the beginning of the semester make sure to schedule all your dates and deadlines into the calendar/planner that you are using. Set reminders on your phone or laptop a few days prior to when something is due.



DO NOT PROCRASTINATE

- Set goals, have a schedule, and break things down into more manageable tasks.
- Practice growth mindset and remember that learning takes time.
- Don't be afraid to reach out and talk to your professor about the tech they want you to use or call the IT department if you are having trouble shooting issues.

AVOID DISTRACTIONS



- Stay focused and stop checking your social media, chats, apps, etc.
- Avoid multitasking, create space only for doing work to prepare your brain for focusing, limit distractions.
- There are many apps that block out distractions or encourage you to ignore notifications while working online such as Stay focused, Cold Turkey, and Forest.

MANAGING YOUR TIME DURING AN EXAM

- Try and do a practice exam with only 2/3rds of the time you are allocated to write it.
- When it comes to forced question order, try and remember the mindset you are in. Look at each question as its own mini exam.
- Have that mindset of focusing in on the one question/problem at hand, rather than worrying about the next few questions. When you have this mindset, it may help you tackle the task at hand.