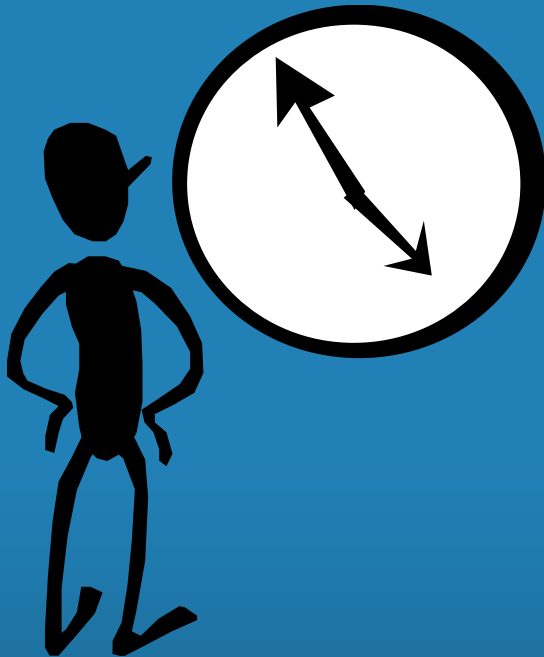


# Time Management Skills



# Is Time Management Important?



- ∞ Yes! Online learning relies upon the dedication of the student.
- ∞ Therefore, time management is essential to student success in online courses.

# Responsibility

- ∞ Your online classroom is open 24/7. That convenience is a major advantage of online learning, but it's also a major challenge.
- ∞ You must carve out adequate time to complete all of the work for your online class, and to complete it by the deadlines established by your instructor.

# Responsibility Continued

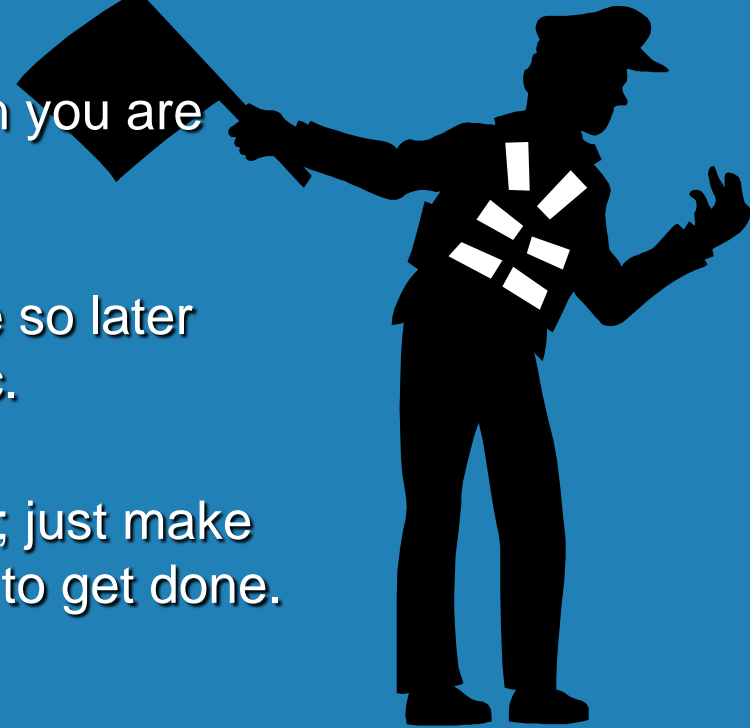
- ⌚ Online classes are not necessarily easier than on-campus classes, and they require an equal time commitment.
- ⌚ For a typical 3-unit on-campus class, you'd be in class 3 hours each week, and expected to study and prepare assignments another 6 or so hours each week. In an online class, you'll need to commit to the same 9 total hours each week. Those can be any 9 hours that work for you, as long as they enable you to meet the due dates for your work.

# Principles of Time Use

- ∞ Plan your day at the same time each day.
- ∞ Allow more time for learning new material, drafting a paper, grasping concepts, etc.
- ∞ As you begin work on each part , jot down the time you expect to finish ; give yourself a mini-reward when you finish on time.
- ∞ Review for only 15 to 45 minutes ,especially before and after class.

# Principles - cont.

- ∞ Do something daily - don't procrastinate.
- ∞ Schedule harder study tasks when you are most alert.
- ∞ Plan to learn material the first time so later times can be used for review , etc.
- ∞ Don't try to allocate ALL your time; just make sure you schedule what you have to get done.



# When to study.



- ∞ Plan to study two hours for every hour you spend in class.
- ∞ Study your difficult subjects first.
- ∞ Avoid marathon study sessions.
- ∞ Study during the time you are most alert each day.



# Time Management for Online Learning

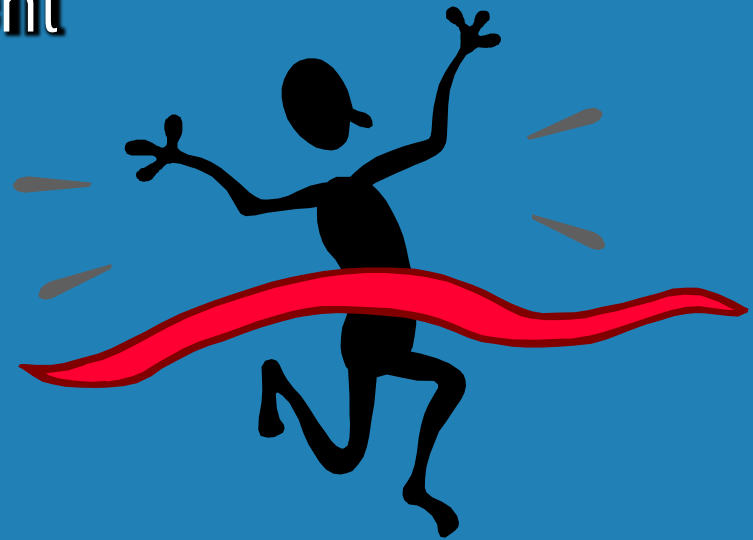
- Ω **Don't get behind.** Review the entire course, and develop your plan for success. Buy your textbook early so you can get started right away.
- Ω **Find the time of day when you work best online.** You might be most productive early in the morning, or during your lunch break at work, or late at night. Find the time that works best for you.
- Ω **Blocking out specific times during the week to do your work,** and be disciplined about keeping to that schedule. For a 3-unit class, block out about 9 hours each week. Write them on your calendar, and stick to them.
- Ω **Log in to your course early each week.** Early in the week you can see what you'll need to accomplish for that week and modify your schedule if necessary.

# Time Management for Online Learning (Continued)

- Ω **Log in to your class often**--at least a few times each week. You can participate in discussions, check to see if your instructor has any new announcements, and just stay connected with and focused on the class.
- Ω **Don't wait until the last minute to do your work**, as computer problems, an illness, a work crisis might cause you to miss a deadline. Make it easy on yourself, and plan to complete your work at least one full day before the deadline. That will give you some "breathing room" if you encounter a problem.
- Ω **Plan ahead.** If you know you'll be really busy at work next week, or have a big presentation due in another class, or you're going on a short vacation, start your work for the class in advance.

# Overcoming Procrastination

- ∞ Set realistic goals.
- ∞ Use good time management skills.
- ∞ Long term planning.
- ∞ Break down large tasks.
- ∞ Some tasks are not fun.
- ∞ Plan rewards.
- ∞ Learn to see the relevance.
- ∞ Take action!



# Being Realistic

- ∞ Monitor how well your schedule is working.
- ∞ Evaluate if you have enough study time.
- ∞ Admit when the schedule you have created is not working.
- ∞ Then reevaluate and start over, and over, and over.

