TIME MANAGEMENT

BE REALISTIC about the amount of time needed to successfully complete each course

UNDERSTAND the meaning of CREDIT HOURS in terms of clock hours and out-of-class work that will be expected of you

1. REVIEW THE EXPECTATIONS FOR EACH COURSE

Take time to learn the different platforms your instructors are using for your online courses. Many instructors use Blackboard as their primary Learning Management System, but sometimes use secondary platforms within a course. Taking the time to learn how each works at the beginning of the semester can save you time and reduce anxiety overall.

Many faculty members post information online before the first day of classes, use this time to become familiar with the basic course outline before attending the first official class meeting. If your instructor posts a “Welcome” video or other media, be sure to watch/read/listen to it before attending the first class.

Read the syllabus and understand what is expected of you. Ask for clarification on the syllabus from the instructor as needed.

• Refer back to the information included in the syllabus over the course of the semester.

Survey the setup of each course’s online design so you can find the things you need quickly and efficiently.

2. MAKE A SCHEDULE

Treat your studies like a job. Make them a priority and keep to a schedule.

Schedules do not have to be rigid but they must be realistic, consistent, and meaningful to benefit from them.

Integrate activities into your study schedule that are not assigned tasks or class meetings that are necessary to be an effective student. For example:

• Checking school email
• Signing into your courses every day to check for updates/announcements
• Giving yourself time to think about what you have read or seen
• Contacting your instructor with questions and/or attending office hours
Your calendar does not have to just be for FINAL due dates. Create and note checkpoints along the way—break down studying and assignments into smaller parts and assign those smaller tasks due dates that you mark on your calendar, too. This is called task analysis.

**Use your calendar not just for due dates but to organize your study time.**

- Block off specific times for your studies.
- Consider being specific about how you label the blocks. Rather than simply labeling the block "1-3 Study," list what you intend to study specifically within that time, for example, "1-2 study German vocabulary. 2-3 review parts of speech." This way you are planning ahead and considering what you are studying and how long it will take before you sit down to do it so you are not wasting time when you begin.
- As you become more experienced with the demands of a particular course, make adjustments to your calendar. For example, if you find that it takes longer to master the vocabulary of your German course than you originally scheduled, make adjustments to your schedule.

**Mark your calendar with due dates.**

- Consider using the calendar in Blackboard to keep all your dates in one place.
- Look at the semester, the month, and the week, in addition to the daily tasks to be completed.

Remember focus takes time. Thinking takes time. Learning is the goal, not just completion. Include this time in your calendar and study planning.

**CREATE INDIVIDUAL AND UNIQUE ROUTINES FOR LEARNING**

These routines may vary depending on the learning or tasks.

- Maybe you listen to the same music every time you study, but perhaps it changes for different subjects or expectations. Do you listen to reggae when you are reviewing but need heavy metal when you are writing a paper? Complete quiet for new math concept practice?
- Sit in the same, comfortable, but not too comfortable, spot.
- What gets you in "The Zone" to work?
  - Turn on your favorite music, adjust the lighting, grab a blanket or a throw.

Remember that simply sitting down does not mean starting to learn. **Include routines for thinking, reflecting, beginning to study and learn.**
Limited distraction is not necessarily about how clear your work-space is - it is about knowing what things YOU find distracting when you are learning or learning about different things.

Moving around is okay but be intentional – why are you moving? Do you read better in one place, but study better in another?

**CREATE A WORK ENVIRONMENT THAT HAS AS LITTLE DISTRACTION AS POSSIBLE - THIS WILL LOOK DIFFERENT FOR DIFFERENT PEOPLE**

Be realistic and flexible. You may need to change your personal schedule (get up earlier, go to sleep later) to have the needed time.

Does anyone else in your home need to study? Help one another! Schedule a structured study hall time. Go Team!

This takes practice and flexibility. Give it time for everyone to get used to new schedules and routines.

**TAKE THE TIME TO TALK TO THE PEOPLE YOU LIVE WITH HONESTLY ABOUT WHAT YOU NEED, AND DISCUSS WITH THEM HOW YOU CAN STRIKE A BALANCE TO MAKE SURE EVERYONE HAS THE UNINTERRUPTED WORK TIME THEY NEED**

**COMMUNICATE!**

Talk to other students and your professors.

- It is more challenging to do so in an on-line environment, but it can be key to navigating learning in an on-line environment. Clear and consistent communication combined with effective time management are a recipe for success.

Reach out to peers when you are unsure of time expectations or if you have spent a surprising amount of time on something that you were not expecting to take that long. Your professor will also be more than happy to talk with you if you are unsure of your progress. Take advantage of office hours as well as optional “check ins” and, of course, email!

Contact your professors with questions, but also with ideas and thoughts. Your professors are your biggest resource as to expectations of content and time!

- Talk to them! Plus, they miss hearing your ideas! Everything in their email box is about questions, concerns, and survival. They miss you!
8 IDENTIFY YOUR TIME-WASTING HABITS AND PRODUCE WAYS TO ADDRESS THEM BEFORE THEY BECOME A PROBLEM

Clear your cache so your browser cannot just fill in the blanks to take you to your favorite non-school related website.

Ask someone to change your Netflix password and hold it hostage until you have met a pre-set goal.

Pull up all the websites you will need for any given task before you begin and then turn off your Wi-Fi, or better yet, turn off your router until you are done.

Turn off your notifications on your computer so you are not interrupted.

Put your phone on silent. out of reach, and upside down so you are not tempted to use it.