



Time Management Tips

Online Learning – Study Guide

Being able to manage your time effectively is critical to adjusting to online learning.

1. **Plan time to focus** - Disconnect from all distractions for '**focus times**' for only studying tasks. When completed, set '**technology and social time**'. You need brainpower and concentration for your online studies.
2. **Establish a weekly routine.** A study plan is critical to online learning. Plan to Spend 2-3 hours Per Week on Each Class.
3. **Set time limits.** Before you start studying, estimate how much time each task will take to complete, and add 50% to your estimation.
4. **Take study breaks.** Your brain needs these breaks to consolidate information. Your body and soul need breaks to recharge - Change of scenery, physical activity (walk around the block) or meditation.
5. **Avoid multitasking.** Focus on one assignment at a time. Multitasking can decrease your brain productivity.
6. **Learn to say no.** It is easy to take on too much—then not have enough time for your studies. Do not be afraid to say no - that means you choose to stick with **your own** goals and plans rather than saying YES to others plans.