



TIME MANAGEMENT TIPS

Tips for In-Person, Hybrid, Remote, and Online Learning

PLAN YOUR SCHEDULE



- Have a planner and write down all due dates from each of your class syllabus
- Save all virtual meeting links in one place or within calendar entries for easy access
- Create a daily routine early in the term if possible, with specific times held for in-person classes, synchronous remote sessions, and/or asynchronous coursework
- Plan extra time for reading and writing tasks which may take longer than expected
- Print and post your schedule for yourself to be able to visually see it

ORGANIZE & TRACK YOUR DEADLINES

- Update your notification settings for eLearning to receive course updates/announcements so that you don't miss anything
- Check in on all courses everyday to maintain progress
- Choose 1-2 top priorities for each study session so you have smaller, more short-term focused goals to achieve
- Label tasks as low and high priorities throughout the week to be able to put your focus on more important tasks



ENHANCE FOCUS & LIMIT DISTRACTIONS



- Identify when you're at your best in terms of attention and focus and prioritize those times for coursework
- Consider how the elements of your environment will impact your concentration (e.g., lighting, workspace, sounds, people, pets, etc.)
- Create a productive study space that works for you
- Account for any new distractions or procrastination challenges working remotely, and create a plan of action
- Plan frequent breaks to avoid burnout and take care of yourself

COMMUNICATE EARLY & OFTEN

- Identify all the ways to communicate for each course (virtual office hours, email, remote class, etc.)
- Plan ahead for time to ask questions prior to due dates
- When writing emails, consider your word choice and tone in the absence of non-verbal cues
- Be generous with others; their schedules may differ, and they may not be able to respond immediately

