

Keep Learning | **Time Management Strategies for Online Learning**

**Complete a Projected Time Log & an Actual Time Log to evaluate and identify how you think you spend your time vs. how you actually spend your time.** **Include:**

* Class times
* Meal times
* Free time
* Sleep time
* Study time
* Social time

**Treat being a student like a full-time job.**

**Organize and post you schedule somewhere visible.**

**Incorporate daily and weekly “To Do” lists into your planning.**

**Organize Time Blocks**

* 2-hour to 3-hour blocks of time for concentrated work or classes
* use shorter time blocks for reviewing your notes and completing task work
* don’t underestimate the value of 10-15 minute time periods.

**Don’t over-schedule. Be flexible.**You may be sharing a space with others so identify which are your non-negotiable time needs and areas where you may have to be flexible to accommodate other needs.

**Learn to say “no” & Set Boundaries with your time**

**Continue to evaluate how you use your time and adjust as needed**.

**RESOURCES FOR TIME MANAGEMENT FROM ACADEMIC SERVICES:**

* **Time management Self-Assessment Worksheet**
* **Projected versus Actual Time Log Worksheets**
* **Time Management Worksheet**