



# 10 Time Management Tips for Online Learners

1

## CHECK IN DAILY TO STAY ON TASK.

Use the calendar found in Microsoft Office 365 or Canvas to help plan your time. Enter assignment due dates and schedule your study time along with your other commitments.

2

## BE FOCUSED AND CREATE A PLAN.

Avoid multitasking, if possible. Set aside time for school work. Create a list and focus on one task at a time.

3

## TAKE BREAKS TO AVOID FATIGUE AND BURNOUT.

Set a timer, work for 45 minutes, and then take a 15-minute break. Repeat 1 or 2 times, then stop.

4

## CONTROL YOUR STUDY SPACE AND BLOCK OUT DISTRACTIONS.

Create a space that is free of distractions and enjoyable to work in.

5

## USE PENN STATE RESOURCES TO SUPPORT SUCCESS.

Take advantage of tutoring for math, writing, and research. Use Tutor.com, if available in your course.

6

## SET YOURSELF UP FOR SUCCESS.

Schedule your courses early, purchase books, and organize yourself so you start the semester strong. Review your syllabi and organize your calendar during the first week.

7

## CHOOSE YOUR CLASSES WISELY.

Create a balanced schedule by mixing prescribed and General Education courses. Expect to spend 8 to 12 hours per week per course.

8

## SET REASONABLE EXPECTATIONS AND GOALS.

You can't commit to everything, so do what you can and say no to certain things. Make both short-term and long-term goals and keep them in mind when completing your work.

9

## USE TECHNOLOGY TO YOUR ADVANTAGE.

Take advantage of Microsoft Office 365, Lynda.com, and other free software resources.

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## SPEAK UP AND SEEK OUT SUPPORT.

Be proactive. Reach out to your adviser as soon as you need assistance.

