



Time Management Tips for Online Learning

We recognize that many things have changed and you may be facing a lot of disruptions and unknowns during this time. Please take care of yourself and your well-being.

Staying Organized

Keep the following things in mind for your courses:

- Are my courses meeting via ZOOM?
- How do I login to ZOOM?
- How do I submit my assignments?
- What should I do if I need help?
- Are any of my courses offering virtual office hours?

Avoid Multitasking

- Avoid using social media when completing assignments.
- Distractions can cause us to make mistakes.
- Focus on one thing at a time.
- Take breaks after completing a task.
- Reward yourself after completing a task.

Make the Most of Zoom Lectures

- Check your computer settings before logging into the video lecture.
- Stick to your instructor's schedule. Staying on track can be helpful.
- Take notes during the lectures.
- Determine what is the best way to ask questions on video lectures.
- Avoid using distracting apps or website tabs when watching the video lectures.
- Re-watch lecture recordings that are available.

Determine a Schedule & Plan Ahead

- Try to keep a weekly or daily calendar. Keeping a calendar can help you stay organized during this time. Provide plenty of time to space out your assignments, readings, online discussions, test, quizzes, etc.
- Record all assignments in one location.
- Have a separate folder/notebook/binder for each class.
- Keep a planner that shows weeks, months, and the year.

Adjust Your Studying Habits

You may have to adjust your daily study routines during this time. Practice new ways to study.

- What kind of environment do you like to study in?
- Avoid studying on the couch or in front of the TV.
- Try studying at a table or a desk.
- Consider listening to music if you need some noise.
- Select an organized and quiet place to study.

Stay Connected to Others

We may have to practice social distancing, but we can connect with family and friends virtually. Staying in contact with instructors, classmates and friends on campus is still important to complete coursework.

- Schedule a time to connect with others virtually.
- Attend virtual office hours.
- Check in on other via phone or email.

Use Technology

Use apps to help you stay organized and set reminders. You can access various assistive technology resources and programs on your personal computer. Please go to the [Disability Services office website](#) for more information.

Please know the Disability Service office is here to help you during this time. If you need assistance with your accommodations, please email disabilityservices@monroecc.edu.