

Learning Resource Center Online Study Skills Handout

Making A Schedule and Setting Aside Time for Online Studies

To avoid the stress of miscalculating how much responsibilities students have in keeping up with their online studies, here are a few strategies to consider.

To do well with online courses, start by making a schedule and setting aside time to complete the assignments. If you want to excel at your online studies, you must work at it every day. This is where **Making a Schedule** comes in handy.

Tips for Making A Schedule

- Look at the calendar and your daily routine to find the time you can devote to studying.
- The time you choose should be ideal for the task at hand.
- If you have kids who come home at 3pm, don't set your study time for 4pm.
- If you are studying a complicated subject that requires more of your brainpower to concentrate, schedule your time earlier in the day when your mind is fresh.
- Everyone's lifestyle is a bit different. Try to determine when you do your best work and schedule your study times accordingly.
- If you have trouble finding the time, consider what other low-priority tasks (or distractions) you could cut out.

When you settle down to study, it would be a good idea to hold yourself accountable by setting aside enough time to study.

Set Aside Time

- Considering how much time you expect to spend studying for an online course, and then commit to it.
- It is very important that you secure a quiet space to work. This can eliminate distractions, and keep you focused during your study time.
- Having a designated space to study can signal to your brain that it is time to study. That way, you'll spend more time focused on your work rather than whatever else you have going on in your life.
- To keep you motivated, use post-it pads to write some intention statements. For example, "I intend to study from 4pm to 8pm. The idea is to give yourself a time-limit to accomplish your goal, and stick to it.
- To help your mind, relax and focus on the task at hand, separate your schoolwork from your other responsibilities.

Remember, making the most of your study time can save you hours of catching up in the long run.

See Video Below on Time Management for Online Students: <https://youtu.be/WOzMEsWU7o>



Reference:

<https://abound.college/finishcollege/advice/online-study-tips-1/>

THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE.