LEARNING ONLINE
scheduling your time

• Create a daily schedule with consistent wake-up and sleep times.

• Set goals for each day. What specific things do you want to achieve? How will you break your work down into smaller, manageable pieces?

Did you know? We often think that we'll be more productive working in big chunks of time, but research shows the opposite is true. Try breaking your day into half-hour or hour-long increments, with a specific task devoted to each one.

• Act like you’re going to class. Shower, get dressed, and use the time you’d spend walking to class to prepare mentally for lecture.

• Take intentional breaks for exercise and socializing. Schedule these during low-energy times of the day.

Did you know? Research shows that sleep and exercise actually help you learn. Make time for them!