

# TIME MANAGEMENT FOR ONLINE COURSES

## Time Management Strategies for Online Courses

1. **Check Canvas every day at specific times.** Instructors will continuously post updates to Canvas about due dates, new assignments, and updates. Writing reminders on a post-it note or by setting alarms on a phone will help you remember to check Canvas multiple times a day.
2. **Set timers for a specific duration of time to work.** When the timer goes off, decide if you should take a break or keep working (if you're feeling productive) to maintain momentum. When you set the timer put it somewhere out of sight to prevent frequent "time-checking."
  - During this set amount of time, phones, TVs, and other devices should be turned OFF and not easily accessible. Devote this time to ONLY to schoolwork.
3. **Print out all syllabi and transfer due dates to a weekly calendar or planner.**
  - Use the weekly calendar to create a daily to-do list of assignments and readings that need to be completed each day.
  - Create your to-do list the night before or the morning of the day those tasks should be completed. Tackle one task at a time and cross it off until all tasks for that day are completed.
  - Adding start times to your to-do list tasks helps you stay on track and budget time.

*Example to-do list:*

- ~~○ 9AM Check Canvas and email for any updates to course assignments~~
- ~~○ 9:30AM Complete reading for GENED 130 and take notes on key concepts~~
- 11AM Do Math homework
- 1PM Revise and edit paper for English
- 2PM Complete reading for Sociology and take notes

## Prevent Procrastination

Why do we procrastinate? Fear of failure, fear of success, lack of time, and lack of organization are common reasons we put off completing tasks or making decisions. Here are some tips to help you overcome procrastination:

- **5 Minute Plan.** Work on a task for 5 minutes. When done, continue or not, but at least you got a start! Usually when we start something, we want to continue working to finish it. One of the hardest things for procrastinators is to start something!
- **Let momentum work for you.** When you've been productive, keep going!
- **Use a timer, not a watch or clock.** A clock can distract you. Work hard until the timer goes off.
- **Be specific** on what you want to accomplish.
- **Analyze your excuses.** Say your excuse out loud or tell a friend. Do you have a "good" excuse?
- **Visualize success or completion.** Seeing yourself completing the tasks/assignments makes it more likely that you will be successful!
- **Set realistic goals.** Know yourself and what you can complete in a certain amount of time.

## Urgency Matrix

Create an urgency matrix to help keep track of which tasks are important and urgent. Tasks that are **urgent** need to be completed as soon as possible. Tasks that are **important** help you achieve your goals. Focus your attention and time on the tasks in the first two quadrants (Urgent/important and important/not urgent). This helps you determine what is important and critical to complete first.

1. Create four quadrants with the following labels: Urgent/Important, Not urgent/Important, Urgent/Not Important, Not Urgent/Not Important
2. Complete tasks in the first two quadrants, then focus on last two

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|--|---|
| <p><b>(1) Urgent and Important</b> (<i>Do right away! Keep tasks you put here to a minimum to prevent stress</i>)</p> <p><b>Example:</b></p> <p>Read 20 pages of GENED 130 text tonight<br/>Revise and edit draft of writing assignment for English due tonight<br/>Checking Canvas each day</p> | <p><b>(2) Important but not urgent</b> (<i>Need to be completed within the next couple days</i>)</p> <p><b>Example:</b></p> <p>Study for GENED 130 test on Friday<br/>Complete math problems for Thursday</p> |
| <p><b>(3) Urgent but not important</b> (<i>Tasks you need to complete soon, but that are not important to your grade</i>)</p> <p><b>Example:</b></p> <p>Texting a friend back<br/>Calling a parent</p>   | <p><b>(4) Not important and not urgent</b> (<i>Ignore until all other tasks have been completed</i>)</p> <p><b>Example:</b></p> <p>Friends or siblings come into room and want to socialize</p>               |

We all have 168 hours in a week. How you spend that time is imperative to your success.

### For more information and support, contact:

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