** AccessAbility Services**

**How to Improve Your Time Management Skills for Online Classes**

1) Set and **write down your goals** throughout the semester, check the goals daily. Make sure you’ve scheduled enough time to complete the work in a timely manner.

2) By being **organized, proactive, and self-aware**, you can get the most from your online class.

3) Find a **designated space to study** without distractions.

4) Look at the syllabus on a daily basis and **make note on a planner or calendar of major assignments with due dates**. Check regularly so you know what assignments, tests, or quizzes are coming in the weeks ahead. Don’t forget to **add commitments outside of school** that may interfere with your regular study schedule, such as appointments, work, etc. so you can give yourself enough extra time to complete assignments.

5) **Create a weekly schedule that you follow**, designating certain hours each week to reading, watching lectures, completing assignments, studying, and participating online. Commit to making your online coursework part of your weekly routine, and **set reminders for yourself** to complete these tasks.

6) When working on your assignments, **try time-blocking**, allotting yourself a certain amount of time for each task before moving on to the next one and setting a timer to keep you accountable.

7) **Check in periodically throughout the day**, and look at how you’re spending your time. Ask yourself: *How much time am I dedicating to course reading and assignments? Am I regularly underestimating the time it’s taking me to get things done, forcing me to cram the nights before the exams?* A little self-reflection and adjustment can go a long way.

\*Please do not hesitate to call the AccessAbility Office and schedule a time to talk to our staff if needed.\*