

Tips for Successful Time Management

One of the biggest challenges for online students is managing time successfully. Poor time management can lead to falling behind in readings, discussions, and adequate study time. However, there are 6 approaches that can be taken to ensure successful, productive, and positive time management.



Determine how time is currently being spent.

Identifying how long your tasks are currently taking will help you determine how to restructure your day.



Create flexible and realistic timelines.

The time it takes to map out your to-do list and prioritize tasks will end up saving you time and stress.



Eliminate and avoid distractions.

From shutting your door to signing out of social media, it is important to eliminate the temptation of getting distracted.



Get up and move in between study sessions.

It is vital for your physical and mental health to prioritize stepping back and moving.



Assign time limits to tasks.

Setting time limits for projects and studying creates objectives that force you to be more focused.



Build in buffers and give yourself some grace.

Make enjoyable breaks a part of your schedule. When you finish a task, give yourself a break to recharge and breathe.