Time Management in the Online World

❖ Map out your schedule ahead of time
  o Start by listing all of your deadlines on your agenda or a monthly calendar
  o Figure out how long each assignment will take you so that you can chunk out your time
  o Then create a weekly schedule and label each task (ex. Fill out study guide Q 1-20 on Monday from 7pm-9pm)
    ▪ Monthly and weekly fillable handouts available on http://www.fresnostate.edu/studentaffairs/lrc/supportnet/toolkit.html

❖ Create a to-do list and prioritize it
  o When you have a lot on your mind, write everything that you have to get done (academic and non-academic related)
  o Prioritize your list
    ▪ What has to get done first and what can wait?

❖ Utilize Helpful Apps
  o Download apps that will keep you organized
    ▪ Google Calendar
    ▪ Canvas
    ▪ Evernote
    ▪ Todoist

❖ Enable notifications and reminders
  o Utilize phone features to set reminders of important things
  o Turn on notifications for time-management apps so that you are up to date

❖ Create positive habits
  o Using your computer and sitting in the same spot for hours can be exhausting so make sure to take breaks away from your work station or to get some air
  o Set boundaries
  o Eliminate distractions
  o Reward yourself after a productive day
  o Make time for self-care
  o Practice positive affirmations and don’t be too hard on yourself