

Time Management in the Online World



❖ Map out your schedule ahead of time

- Start by listing all of your deadlines on your agenda or a monthly calendar
- Figure out how long each assignment will take you so that you can chunk out your time
- 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

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

❖ Utilize Helpful Apps

- Download apps that will keep you organized
 - Google Calendar
 - Canvas
 - Evernote
 - Todoist

❖ Enable notifications and reminders

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

❖ Create positive habits

- 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
- Set boundaries
- Eliminate distractions
- Reward yourself after a productive day
- Make time for self-care
- Practice positive affirmations and don't be too hard on yourself