You are living and learning in a very challenging time. Your focus may not be at its best, and work may take longer than usual. That’s okay. The Academic Success Center has a range of tools and strategies to help you create a time management system that works for you. Beyond using general time management strategies, you can plan strategically with attention to the unique nature of remote and online learning. And most importantly, cut yourself some slack. Be kind to yourself. Whatever you manage to do is enough. However long you can focus is enough. Put the same time and effort into taking care of yourself that you do into taking care of coursework.

### PLAN YOUR SCHEDULE

Learning online may involve attending live sessions or identifying times to watch pre-recorded lectures or to engage with course content through reading and writing that would not be required when learning in-person.

**STRATEGIES:**
- Plan time to familiarize yourself with technology required for class
- Save all virtual meeting links in one place or within calendar reminders for easy access
- Create a daily routine early in the term if possible, with specific times held for coursework
- Track how long course-related tasks take for 2 weeks

### ORGANIZE & TRACK YOUR DEADLINES

Your instructors may or may not provide reminders or use a shared course calendar. Tracking progress and deadlines may primarily be your responsibility.

**STRATEGIES:**
- Update notification settings for course sites to receive course updates/announcements
- Check in on courses daily to maintain progress
- Use a mix of digital and hardcopy organizational tools
- Keep a comprehensive list of tasks; this can be helpful for naming activities for study or homework sessions
- Label tasks as high and low priorities throughout the week
- Choose 1-2 top priorities for each study session so you have smaller, focused goals to achieve

### ENHANCE FOCUS & LIMIT DISTRACTIONS

Learning is happening in your own space—possibly at times you’re choosing. You may need to plan intentionally to minimize distractions throughout your learning process.

**STRATEGIES:**
- Identify when you’re at your best in terms of attention and focus; if possible, prioritize those times for coursework
- Consider how elements of your environment will impact your concentration (e.g., light, workspace, sounds, people, animals, etc.)
- Create a productive study space that works for you
- Account for any new distractions or procrastination challenges working remotely, and create a plan of action
- Plan frequent breaks to avoid burnout and take care of yourself

### COMMUNICATE EARLY & OFTEN

Learning remotely can feel isolating. Communication isn’t built into the rhythm of your day. You’ll need to plan intentionally to communicate with instructors and classmates.

**STRATEGIES:**
- Identify all the ways to communicate for each course
- Routinely check email and course announcements/updates
- Be the first to reach out. Other students may want to connect but may worry about reaching out first.
- Plan ahead for time to ask questions prior to due dates
- When writing, consider word choice and tone in the absence of non-verbal cues
- Be generous with others; their schedules may differ, and they may not be able to respond immediately

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