

Time Management for Remote, Online & Blended Learning

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 for time management needs associated with a mix of on-campus, blended, hybrid, remote, and online courses. 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

Be sure to plan your schedule with attention to which classes are on-campus, hybrid, blended, remote, or online. 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 identify and practice with technologies required for class.
- Save all virtual meeting links in one place or within calendar entries for easy access
- Create a daily routine early in the term if possible, with specific times held for in-person classes, synchronous remote sessions, and/or asynchronous coursework
- Plan with attention to each course type. If you have back-to-back classes, think about locations and transition time between in-person and remote class sessions.
- Schedule in office hours
- Track how long course-related tasks take for 2 weeks
- Revisit your calendar week 3 and continue to plan using what you've learned
- Plan extra time for reading and writing tasks which may take longer than expected
- Print and post your schedule for yourself and for people in your shared spaces so they can support your plan



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 tracking deadlines and naming study session activities
- Choose 1-2 top priorities for each study session so you have smaller, focused goals to achieve
- Label tasks as high and low priorities throughout the week



ENHANCE FOCUS & LIMIT DISTRACTIONS

If you are taking blended, remote, or online classes, learning may be happening in your own space or at a location on campus. 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

Communication with your instructor and classmates can help you stay connected and on track throughout the term. Plan intentionally to communicate—especially if you're taking blended, remote, or online courses where communication is not built into the rhythm of your day.

STRATEGIES:

- Identify all the ways to communicate for each course
- Routinely check email and course announcements/updates
- Plan to visit office hours in the first few weeks of the term
- 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