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**AccessAbility Services**

**How to Improve Your Time Management Skills for Online Classes**

* Set and write down your goals throughout the semester, check the goals daily. Make sure you’ve scheduled enough time to complete the work in a timely manner.
* By being organized, proactive, and self-aware, you can get the most from your online class.
* Find a designated space to study without distractions.
* Look at the syllabus on a daily basis and make note on a planner or calendar of major assignments with due dates.
* Check regularly so you know what assignments, tests, or quizzes are coming in the weeks ahead. Don’t forget to add commitments outside of school that may interfere with your regular study schedule, such as appointments, work, etc. so you can give yourself enough extra time to complete assignments.
* Create a weekly schedule that you follow, designating certain hours each week to reading, watching lectures, completing assignments, studying, and participating online. Commit to making your online coursework part of your weekly routine, and set reminders for yourself to complete these tasks.
* When working on your assignments, try time-blocking, allotting yourself a certain amount of time for each task before moving on to the next one and setting a timer to keep you accountable.
* Check in periodically throughout the day, and look at how you’re spending your time. Ask yourself: How much time am I dedicating to course reading and assignments? Am I regularly underestimating the time it’s taking me to get things done, forcing me to cram the nights before the exams? A little self-reflection and adjustment can go a long way.
* \*Please do not hesitate to call the AccessAbility Office and schedule a time to talk to our staff if needed.\*