

You're Going to Excel in Your Online Classes!

Tips From The TRIO SSS Office

You Can Do This!

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Agenda

1-Taking Classes Seriously

2-Time Management For Online Classes

3-Understand How You Learn The Best

4-Creating Your Study Space

5-Be Engaged in Your Classes

6-Other Helpful Tips

It's Important To Take Your Online Classes Seriously

- School is still in session!
- You will be graded on your online coursework.
- You'll need these classes to progress in your studies and for graduation.
- This is only temporary!

Time Management for Online Classes

- Let's say ENGL 305 is every Monday, Wednesday & Friday 9 – 9:50 am.
- Take that same approach to an online class.
 - Instead of going to the classroom three times a week at 9 am, say to yourself:
 - “Every Monday, Wednesday & Friday from 9 am – 9: 50 am I’m heading to my computer and working on English.”
 - Now, you have a schedule! Write down what days/times you want to work on every class.
 - Hold yourself accountable to that schedule & do work. Just as you would hold yourself accountable to walk into the classroom on scheduled days.

Time Management for Online Classes

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 am							
8 am							
9 am		Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	
10 am		Breakfast & getting ready for day	Breakfast & getting ready for day	Breakfast & getting ready for day	Breakfast & getting ready for day	Breakfast & getting ready for day	
11 am							
Noon	Wake Up		Go to computer & work on English				
1 pm	Lunch & getting ready for day		↓		Go to computer & work on MAE 242		
2 pm					↓		
3 pm		Go to computer & work on Math 156		Go to computer & work on Math 156		Go to computer & work on Math 156	
4 pm							
5 pm		Dinner	Dinner	Dinner	Dinner	Dinner	
6 pm				Go to computer & work on English			
7 pm				↓			
8 pm							
9 pm							

- Remember, chart out your week.
- Tape the schedule to the wall so you can see it at all times.

Time Management for Online Classes

Backwards Planning



Start here! Write down your project, paper, or test date at the bottom of the funnel.

Step Two! Write down in any order the steps you need to accomplish your project.

Research Topic #1
Do Reference Paper #5
Submit Paper #7
First Draft #3
Second Draft #4
Create Outline #2
Final Draft #6

Step Three: Rank your tasks by order #1, #2, #3, #4, #5 etc.

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Time Management for Online Classes

Backwards Planning

Step Four: Write down your highest ranked number. i.e. # 7



Step five: Write down the second highest ranked number. i.e. # 6

Continue until all ranked components are on the funnel.

Step Six: Go back through and assign dates that you want each task done by and stick to the schedule!

Know How You Learn The Best Self-Awareness

- Are you a morning person?
- When do you have low energy? When do you have high energy?
- How much down-time do you require?
- Which subjects do you avoid studying or have the most trouble concentrating on when studying?

Know How You Learn The Best Distraction Awareness

- Are you most distracted by things you hear? By things you see?
- Can you see a pattern to your distraction for certain subjects? Or at certain times?

Know How You Learn The Best

- How you answered the previous questions will affect your online class study time.
 - If noise bothers you, don't do online classes in the living room when your brother is playing a video game.
 - If you're most alert at night, don't schedule math for 9 am. You won't get much accomplished.
 - If music helps you study, put on your go-to playlist.
 - If CHEM is what you have trouble concentrating on the most, schedule CHEM for your peak energy time.

Get Organized!

- Keep your dedicated study environment tidy.
- Get creative in carving out a study space:
 - Couch
 - Your bed
 - Kitchen table
 - If it's a nice day, your front porch
- Having an organized space will make it easier to stay on top of your assignments.

Be Engaged in Your Classes!

- Online classes are set up for collaboration.
- Ask questions and respond to others in the discussion board.
- Email the professor to ask for clarification.
- Don't wait until the last minute to turn in an assignment. The system may be overwhelmed and it might take a while to upload.

Other Helpful Tips!

- Communicate to your family when you're doing school work. Set up the expectation that you aren't available for housework during school time.
- Keep to a schedule. Wake up the same time every day. Even though you aren't leaving the house, get dressed and ready for the day! It will make you feel better!
- With everything going on, try to keep to a normal schedule as best as possible.
- Schedule breaks. We in the TRIO SSS office don't sit in front of our computers all day. That's why you see us up and moving around the office and computer lab.
- If you have a plant or flower, put that besides your computer. That will help cheer up your study space.