

## Getting Started with Online Learning Time Management (Slide 1)

Welcome. This is the second video created by the Student Success Centre that is part of a series called Getting Started with Online Learning to help students who are taking online courses at the University of Calgary. I worked with my colleague Jared Secord to create this video series.

Hi everyone, my name is Heather Thompson and I work as an academic strategist in the Student Success Centre. I will be leading you through this video that will provide tips on getting started with time management.

## Step 1: Explore your online course (Slide 2)

The first step is to explore your online course to find out how to contact your professor and where your course materials are located such as your quizzes, tests and lectures. Here is an example of a table that captures important course information. Having this in one area will help you to stay organized with time management.

Class 1	Class 2	Class 3
Discussion board posting every Monday at noon	Live lecture every Tuesday and Thursday at 10am	Working in online groups
Online quizzes every Friday	Professor has online office hours	Group work assignment found in module 2

Figure 1 An example of a table with three columns class 1, class 2 and class 3. Under each of the class columns are examples of important course information such as online quizzes every Friday or working in online groups.

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## Step 2: Review the course outline (Slide 3)

The second step is to review the course outline. The course outline provides an overview of assignments and tests that you will be completing and information on how to contact your professor. Find out how to contact your professor as this may be different for each course. Review the learning objectives to understand what you are about to learn. Make note of the assignment due dates and how much they are worth as this will help with organizing your time. For example, if you have a larger assignment due at the end of the course worth a significant portion, you can budget time in your schedule to begin that assignment early on. Also, find out if there are any discussion board postings or group work as your professor may have included these as well.

## Step 3: Create a time management plan (Slide 4)

The third step is to create your time management plan. Here are some suggestions to get you started. Use an agenda either paper or electronic. Decide on a monthly, weekly or daily system to track due dates. Break the assignments down and add these to your agenda. Try using color

coding for different courses for example, blue for math and green for biology. Finally, remember to schedule time for self-care such as a virtual workout or chatting with family and friends.

## Step 4: Decide on a time management system (Slide 5)

The fourth step is to decide on a time management system of a daily, weekly or monthly plan. The next three examples will provide you an overview of each of these. Remember, the key is put down the tasks required in a format that works for you.

Please refer to the Student Success Centre for examples of time management resources.

<https://www.ucalgary.ca/student-services/student-success>

### Example #1: Daily Plan (Slide 6)

As an online student you may want to use a daily plan. A daily plan can help you with time specific items to focus on items that are due. This example shows you can divide your daily plan to have class work, course tasks and personal care.

Times	Class Work	Course Tasks	Personal Care
8am			Breakfast
9am			
10am	Attend online lecture		
11am		Read chapter 1	
12pm			Lunch
1pm			Break – phone or video call friend
2pm		Online quiz	
3pm	Go over lecture with classmate		

Figure 2 A daily plan example that includes times, class work, course tasks and personal care.

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### Example #2: Weekly Plan (Slide 7)

Here is an example of a weekly plan that is time specific. You may want to have a weekly plan to see all the assignments, online lectures and self-care for the week. This type of plan can help you to break down assignments and any online activities that are due for the week.

Times	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9am					
10am	Read chapter 1	Online lecture		Online lecture	Quiz
11am	Discussion board posting		Video chat with professor		Virtual workout
12pm	Lunch	Lunch	Lunch	Lunch	Lunch
1pm		Prep for group project	Group project	Go over lecture with classmate	Update to do list
2pm					
3pm					

Figure 3 A weekly plan example displaying the times, days of the week and tasks such as discussion board posting and prep for group project.

### Example #3: Monthly Plan (Slide 8)

Finally, here is an example of a monthly plan. This will provide you with an overview of everything that is due for the month. It will help you to plan out your study sessions for midterms and finals. It will also help with long term goals of completing assignments and projects including tracking self-care. For example, if you have a paper due on the 10<sup>th</sup> of the month, you may begin the assignment on the 1<sup>st</sup> of the month to give yourself time to complete it.

Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
		1	2	3	4	5
		Start paper			Study for Quiz	
6	7	8	9	10	11	12
Quizlet for midterm		Quiz 5%		Paper due 25%	Facetime with Family	Go for walk
13	14	15	16	17	18	19
		Virtual workout				Go for walk
20	21	22	23	24	25	26
	Quiz 10%			Midterm 25%		
27	28	29	30	31		
		Paper 25%		Netflix Show		

Figure 4 A monthly plan example displaying the days of the week and month. Examples of school and personal care tasks are listed on specific days such as study for quiz and go for walk.

### What's next? (Slide 9)

Thanks for watching this video. If you are wondering what do next, think about watching the next video in the getting started online learning series. If you want additional help or support, you can

also visit the Student Success Centre website to book a one-on-one appointment for academic support.