



# Time Management

## Online Learning at PLU

When taking an online course, time management skills are essential. Many students are drawn to online learning because it allows them to work anytime and anywhere. This benefit can turn into a stressful challenge for students who don't make a solid plan for how and when to complete their online coursework. Whether you ask a new or experienced online student, they will tell you that organization and time management are key to success. Here are some simple tips to get you thinking about how to best manage your time.

### Make a schedule

- At start of the term, formally set aside blocks of time to complete coursework over the entire term.
- At the start of each week, use a calendar to schedule time to work on each specific learning task according to due date.
- Don't try to cram a week's worth of work into one day. When possible, schedule some time every day to complete work and check into the course.
- Don't wait until the last minute. Technology disasters often occur at the worst times.

### Minimize Distractions

- Remember to set boundaries and reduce distractions. Put your phone away, turn off the TV, and don't check email or Facebook unless you are taking a break.
- Know yourself and choose an appropriate location to study. Some people can effectively study in a coffee shop and others need the silence of a library or quiet bedroom.



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