



Time Management Tips for Online Learning

Time Management:

Time management is a life skill that can be taught and practiced. These skills are needed as individuals enter the workforce or attend college. These skills are also important when attending school online.

Time Management

is the ability to use one's time efficiently or productively, especially to accomplish work or school goals.

Tips for Intermediate, junior and high school age students:

- **Organize your space** - keeping your space clean and clutter free will help reduce anxiety and lessen distractions. Have everything you might need for school work in one space; pencils, paper, computer, charger, etc.
- **Schedule** - keep a schedule or a calendar listing after school activities, exams or when reports or projects are due.
- **To-do lists** - daily and/or weekly lists are helpful to keep you on track. Prioritize items that need your attention sooner rather than later.
- **Avoid procrastination** - break larger tasks into smaller ones on your daily lists to prevent becoming overwhelmed and allow for your best work.
- **Focus on one task at a time** - multitasking can make your tasks take longer, this includes multitasking with your phone. Put the phone away or on "do not disturb" while working on tasks that require your attention.
- **Avoid distraction** - Again, the phone is one. Music is a personal choice; some find it helpful while others find it more distracting. Instrumental music or a fan can help drown out other noise distractions in your space but not interfere with your focus.
- **Take breaks** - when you find yourself struggling to focus, take a break. You can also reward yourself for completing a task with a break. These are small five minute breaks; walk around the block, stretch, get a snack, drink some water and if you have to - check your phone. *Helpful hint* - set a timer on your phone for five minutes, before you magically get sucked into an hour of TikTok's.
- **Self care** - remember to get an adequate amount of sleep, exercise and nutrition. These things impact your brain power and ability to focus.
- **Ask for help** - remember that if you are struggling with your school work, your teachers are available and want to help you.