Time Management when Learning Online
Chapman Learning Commons

Questions to Consider

1. How to clarify and prioritize your objectives and goals?
2. How to identify your time wasters and which strategies to adopt to mitigate them?
3. What techniques can you apply to better manage your day and time?

Summary: How do students address these challenges? (Advice from CLC Assistants)

1. **Be honest with yourself when practicing time management.**
   - You are the only one who knows how you will spend your time the best. Do not compare yourself to others.
2. **Be realistic when setting your goals.**
   - Do not schedule yourself more hours of studying that you can handle. If you have other commitments and plans, do not schedule yourself for work during that time.
3. **Always make room for personal time!**
   - Make sure to leave some time for yourself in your schedule. This is very important for your personal well being, physical and mental.
4. **Be patient with the time management process.**
   - Start off by setting small goals for yourself (ex. wake up at 8am everyday) and then work your way up to setting long term and bigger goals.
5. **Practice techniques for Time Management:**
   - A. **Pomodoro Technique:**
     - Great way to be productive. It uses a time to break down work into intervals (usually 25 minutes), separated by short breaks.
   - B. **Eisenhower Matrix**
     - This is a prioritization, productivity and time-management framework. It helps you to prioritize a list of tasks categorizing them according to their urgency and importance.
   - C. **SMART Goals:**
     - SMART(Specific, Measurable, Achievable, Relevant, Time bound) is an acronym that you can use to guide your goal setting.
     - It is an effective tool that provides the clarity, focus and motivation you need to achieve your goals.

Key Resources
Time Management Toolkit
Mental Health and Balancing Student Work Life Blog
Keep Learning Website