

Video 2: Time Management

Be Successful: A Guide for Online Learning

Welcome to Be Successful: A Guide for Online Learning. This is a series of videos we've created to help you be successful with Online Learning here at the New School!

Hello, my name is Lisa Romeo, and I'm the Assistant Director of the University Learning Center.

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This is the second in a series of videos to help you be successful online learners. The first video was on Preparing for the semester, since there's so much you can be doing now. So be sure to check that one out too!

This video is on Time Management, which is especially important in Online Learning. Later, you'll have the chance to practice some of the strategies we'll be reviewing. We'll also share details about helpful New School resources, including the University Learning Center, which provides 1-on-1 tutoring in Time Management and more.

Before we get started, we just want to remind you of 3 great things about Online Learning:

Online Learning is **inclusive** and gives you more time to absorb content and craft responses. It also provides tremendous opportunities for Community Building and Collaboration.

And keep in mind that Online Learning provides the same opportunities as in-person classes and that professors have the same expectations of you. The main difference is you will have to be more proactive and much more disciplined about managing your time.

Ok, now let's talk Time Management!:

- USE A CALENDAR & ADD IMPORTANT DATES

First, create a repeating appointment for all your courses on your online calendar or physical planner. Next, review the syllabus for each of your classes, and note all due

dates on your calendar so you can stay on top of deadlines and know what to prioritize when. Setting reminders for assignments, days or even weeks out, will keep you on track as important dates approach.

- **MAKE A SCHEDULE & STICK TO IT**

Create a system for keeping up with your coursework and commit to making it part of your daily routine. This could be blocking off several hours every day for working on assignments, or blocking off longer times on certain days.

Take a moment to think about **when** you learn best. If you're a morning person, schedule time in the mornings; if you're a night owl, schedule it in the evenings. Just be sure to take this time seriously--by showing up, preferably to your designated learning space, letting others know you're unavailable, silencing your phone, and not checking any social media. It can wait!

If you miss a scheduled session or are less productive some days, don't get discouraged, just attend your next session as you normally would. The important thing is to stick to your schedule as much as possible so you stay connected and avoid falling behind.

It's hard to discuss Time Management without discussing Procrastination, something we all do for different reasons; for ex, some of us may feel:

- We're "too busy"
- Have an expectation to be perfect
- Dislike our writing or other work
- Feel overwhelmed by an assignment (VO or)
- Thrive under pressure

We all procrastinate in different ways. For example, we might:

- Ignore the task, hoping it will go away.
- Over- or underestimate the degree of difficulty involved. (VO: *In other words, we think, "oh I'll have time to do this later" or "oh, I'll never have enough time to do all this"*)
- Substitute something "important" for something actually important. (VO: *for ex., organizing your computer files or doing the dishes*)
- Let a short break become a long one, or let a day slip away where you do no work at all.
- Focus on part of a task for too long, at the expense of the rest of the assignment.
- Keep changing your topic or direction.

So how do you finally get started?

- Make a plan and set deadlines (artificial or actual)
- Be realistic about how much time you need for each step
- (VO: *It's super important to*) Break down tasks (VO: *that way you can*)
 - Work in manageable chunks
 - Start with what's easiest for you (VO: *or if you prefer,*)
 - Get the hardest thing out of the way
- Use available support
 - ULC, Libraries, email your professor or set up a virtual office hour, study group, etc.
- Hold yourself accountable
 - Turn it in to a friend or roommate (VO: *make a deal in advance with someone so you feel you have to get it done*)
- Leave your work out where you can see it! (VO: *this way you'll be reminded of what still needs to be done*)
- Adopt a new attitude (VO: *whether it's giving yourself a personal pep talk or developing a reward system, find a way to push yourself to get things done. This is an investment in yourself; you can't afford to waste time procrastinating!*)

AVOID MULTITASKING

There is no such thing as multitasking. The fact is, our brains cannot focus on two or more tasks (or speakers) at the same time.

Huh, what did you say?

Even if you think you're multitasking, you're really just switching from one thing to another quickly. So tasks actually end up taking longer and are not done as well. Each time you come back to something (from Instagram, for example), you have to find your place again and remember what you were going to do next. All this switching adds up quickly and leads to mistakes and less productivity.

Distractions and switching between tasks also tires out the brain and makes us less able to store information in our long-term memory. It also leads to a lot of stress.

When we focus on one task, however, our brains are able to store the information properly, so we can retrieve it later and complete tasks more efficiently. So, no matter how tempting it is to multitask, don't!

Now that we've reviewed elements of good time management--entering key dates for each course on a calendar; scheduling consistent times to do coursework and sticking to it; resisting the temptation to procrastinate (see tips), and avoiding multitasking--we'd love for you to take a moment to put some of what you've just learned into practice. Consider trying out one of these worksheets from the University Learning Center to set a schedule or create a timeline for a project:

- [Weekly Schedule Planner](#)
- [Weekly Project To Do List](#)
- [Time Management Matrix](#)

You can work one-on-one with a tutor at the University Learning Center for help with Time Management, as well as Writing, Math, Software, Coding or Oral Presentations. To get more information or make an appointment, visit our website.

A big part of being successful in your online classes is feeling connected to members of the New School community--your instructors, classmates, advisor, and so on, and being proactive about regularly engaging with them. So be sure to watch our next video: [Feeling Connected](#), where we will provide guidance and tips on this important topic.

[Finally, we want to provide you with some resources to support you during the semester. Successful students take advantage of these personalized services. All of these services are open now and have friendly staff who look forward to helping you.](#)