

5 Useful Time Management Tips for Online Students

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Summary

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Message

Time management is something a lot of online students struggle with. Often, it can be hard to motivate yourself to learn, especially when you're learning from a remote location. Moreover, students have commitments outside of the virtual classroom, like a full-time job or charity work. If you're struggling with time management, here are some tips you can use to make completing coursework easier.

1. **Keep A Macro & Micro Calendar** Keeping track of class assignments and homework by using a calendar is an easy way to stay organized. You should use two calendars:
 - In the macro calendar, fill in deadlines, test dates, and other relevant dates for the entire month. This way, you can see everything at a glance.
 - In the micro calendar, focus on day-to-day and week-to-week tasks. With this calendar, you can see exactly what needs to be done on a specific day.
2. **Set Aside Specific Hours For Studying** Successful college students always find time to study. And if you follow a routine, managing time will be a lot easier. As an online student, you have the flexibility to learn from a location that's comfortable. Even though you have leeway, you should create a strict schedule for yourself. Think of important dates like they're appointments you can't miss. If you complete homework at the same time each day, you'll get through the week's work in no time.
3. **Avoid Marathon Cramming Sessions** Cramming might help you pass a test, but it won't help you retain information. The best thing you can do is start studying for an upcoming exam the day you learn about it. By studying a small amount consistently, you'll be able to handle whatever the professor throws your way. You'll ace pop quizzes and write terrific essays. And just 30 minutes of studying each day can do a lot in helping you prepare for finals.
4. **Practice Saying "No"** So many students struggle with saying no. College students typically have packed schedules, and FOMO (fear of missing out) often causes them to overcommit. Weekends out with friends, running errands for family members, and watching Netflix with roommates are all activities that will take you away from learning. Learn to say no, as after you do, prioritizing will be a lot easier. Your friends and loved ones shouldn't get offended if you turn them down.
5. **Get Help As Soon As You Need It** As an online student, there may be times when you struggle. Instead of trying to do all your work on your own, ask for help as soon as you're feeling overwhelmed or lost. You can reach out to online tutors and ask, "Can you [take my online class for me?](#)" They can provide one-on-one assistance and help you complete class assignments and exams on time. Never wait till the last minute to complete your schoolwork. If you do, you may not be able to complete it all.

Resource Box The author regularly writes about online learning and hires online class takers for students. These class takers help with essays, homework, projects, research papers, exams, and even discussion boards.

Contact Information

Jim Delaney

onlineclasshelps@gmail.com

855-438-4936

sales@onlineclasshelp.com

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