

# Online Course Tips + Tricks

## SET GOALS AND REWARD YOURSELF

When you set goals for yourself, you're more likely to manage your time effectively in order to accomplish them. Think about your end goal, but remember to set small goals that you can accomplish over a shorter period of time. Once you've reached a goal, treat yourself in order to avoid burnout.

## MAKE A STUDY PLAN

It's a good idea to think about online class schedules the same way you would an in-person class. Come up with a schedule for yourself that stays consistent. Think of it like having a Tuesday/Thursday class: dedicate at least the equivalent to an in-person class time each of those days to read, review, and complete materials for your class and stick to your plan.

Planners and calendars can also be beneficial when creating a study plan. Go through every syllabus and class schedule, and write out when everything is due. Be organized and set a certain amount of hours per day/week into your schedule for studying. Be sure to plan ahead!

- Make note of major assignments
- Factor in any prior commitments
- Create a weekly schedule that you can consistently follow
- Set reminders for yourself
- Try time-blocking--allot yourself a certain amount of time to complete for each task before you move onto another task
- Check back in with your instructor periodically

## KNOW YOUR LEARNING AND STUDY STYLE

Take the first week of classes to try and reflect on what you need in order to study properly (silence, someone to study with, classical music, etc.) Brainstorm some spaces you could go to accommodate those needs. A positive aspect of online classes can be the flexibility they offer. For example, if studying during daylight hours is beneficial to you, use that to your advantage.

## STAY ACCOUNTABLE AND COMMUNICATE OFTEN

Even though your class won't be meeting in person, there are still resources for you to use and deadlines for you to meet! Reach out to your professor with any questions or concerns that you have with course material. Your online classmates are not only a great resource, you may still be required to complete group work. Be responsible and accountable in group projects.

*Online classes can be a great option for some students, though they can come with their own unique challenges. If you ever feel discouraged, don't be afraid to reach out to your professor.*