Time Management Tips for Success

Ever feel like there just aren't enough hours in the day to get everything done? If so, you're not alone. Summer session can exacerbate these feelings because you're learning content in an accelerated environment. Shulsinger (2017) recommends that you follow these 6 tips to help you manage your time and find success in your online classes:

- **Plan Ahead:** Set aside time to focus in an environment in which you can remove unnecessary distractions. Make sure to engage in your courses throughout the week and plan for enough time to complete your assigned readings and assignments. Consider using a calendar to plan out your days and weeks during the summer session.

- **Don't Multitask:** Multitasking can decrease your productivity. Instead, prioritize the most important tasks first and finish those.

- **Set Up Your Virtual Work Space:** Find a space to work that will lead to your success. Consider the lighting, sound, and background. Make sure you have adequate access to your technological needs but put your phone away.

- **Block Out Distractions:** Stay focused on the most important tasks. Social media is just a click away…but will it will distract you from the tasks you've identified are important.

- **Reward Yourself:** Make sure to reward yourself for the great work you are doing during Summer College. After you've finished up your list of important tasks, take a break and do something you enjoy like going for walk, watching a show on Netflix, or spending time with family and/or friends.

- **Get a Good Night's Sleep:** Getting adequate sleep will make a big difference to your efforts to have a successful Summer College session. Sleep is necessary for your body to recharge and prepare for the challenges a new day will bring.

Shulsinger, T. (2017, October 17). 6 time management tips for online students. *Northeastern University Graduate Programs.* Retrieved from: https://www.northeastern.edu/graduate/blog/time-management-tips-online-students/

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