

## **Manage your time online**

- Log on regularly: check for messages at a regular time each day.
- Note down times you must be online for compulsory communications.
- Stay on task: searching websites not directly related to study wastes your time and money.
- Allocate time: work out how much time you will need to spend on the course each week. Mark specific time/s for each online course in your planner/weekly schedule.
- Use a wall calendar: put it in a place where you cannot ignore it. Mark on assignment deadlines and online discussion dates, etc.

## **Create a good learning environment at home**

- Create a studying space and not an entertainment space. Move the computer away from the T.V. and stereo room.
- Accommodate your body. There is no lecturer calling breaks. Get up, stretch, and walk around every now and then. Use a height / back adjustable chair that gives you proper support. A copyholder can help with reading at eye level while typing.