

From Anywhere in the World!

How To Time Management

1

Communication is Key!

When working from home you have to communicate your needs and boundaries to your roommates or family members in order to create an environment you can be successful in!

SO... What are the tools you can use to communicate?

- Discuss with the people you are living with what would be the best way to let them know when you are in class or studying.
- Create a sign that you can hang on your door that helps visually communicate what you are doing and if you can be disturbed or not. Putting a clothes pin on different sections like "In Class", "Studying", "Free" can help you remain undisturbed during class!

At the best of times it can be difficult to manage our time efficiently, and the pressures of college can be worsened by ineffective time management! Below you will find strategies that can help you build your time management skills from home.

3

Create a Routine and Maintain a Space for Yourself

Creating a set routine and a space that you dedicate to your schoolwork can help you stay on top of your classes, but can help your mental health while working from home. A set space that you dedicate to school can help your brain focus better while studying or listening to a lecture, as well as help you relax when you are not spending time on school. Routines can help you manage not only school, but help you have more free time.

See the next page for a weekly schedule outline as well as some tips for maintaining a routine!

2

What in the Timezone?

When working on school from anywhere in the world, it can be hard to manage the different timezones depending on the demands of the course

SO... What are your tools to help manage your time from a different timezone than your school?

- Identify which classes you need to attend in real time and which classes are self paced.
- Double check every date that is related to assignments, due dates, and exams and make a list or mark a calendar to keep track of important dates.
- Communicate with your professors. Explaining that you might be attending a class in the middle of the night and individually working out a plan with your professors will help you be a successful student.

BE A SELF ADVOCATE!

Conversation prompts for communicating with the people you live with

- "It would really help me learn if you ..."
- "I would really appreciate some space during ... in order to work on school"
- "I have an exam on ... if you could try to stay quiet that would really help me"
- "I need ... from you when I am in class"
- "In the United States, one hour of 'in-class time' equals 2 hours of 'out-of-class' time that I need to do homework, so I need to block X amount of hours each week for coursework"
- "If my class is synchronous, that means I need to be fully engaged and participate in class discussion."

Remember!

We are all adjusting to our currently changing world. Struggling with school across the globe is understandable. Try to maintain your mental and physical wellness, reach out to resources and know that you have the ability to be successful this semester.

Creating a routine can seem intimidating, but it really just takes some time to put in place. While working online, it will help to make note of what due dates and classes have to be completed at a specific time, and what tasks can be completed on your own time. For the self paced aspects of school, try to break up the task into smaller, more manageable tasks. This method can reduce stress and school burnout.

Weekly Routine!

My Week

Monday

Tuesday

Wednesday

Thursday

Friday

The above blank schedule is intended for organizing your days weekly. You can customize it with different colors for different classes or different types of assignments, underline things, and highlight different items to help you create a customized day to day schedule! Make sure to add times to items that have a specific time that they are due, making sure it is the correct time for your timezone.