Resource Management

Time Management

Be wise in your time management. In order to succeed in online learning, you are expected to be responsible for your own time management.

Plan your timeline to complete an online assignment

01

Plan out your timeline for an assignment completion so you can manage your study time wisely.

Mark online assignments with due dates

02

Mark down online assignments with due dates in calendar or any other tools you most often use for your time management so that you complete your assignments with excellence on time.

Give top priority on your assignment completion

03

Put a top priority on your online assignment completion when you manage your time.

RESOURCE:
How to Prioritize Work When Everything is #1

Allot enough time for online learning

04

Allot enough time for your study. Often times, studying online materials takes more time than you estimated.

RESOURCE:
Video: How to Get Massive Loads of Work Done Every Day