



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.

01

Develop regular life and study patterns

- **Decide how much time to spend studying**
- **Set up a study schedule that fits your concentration span**
- **Select the time that works best for you**

02

Procrastination Elimination Strategies

- **Prompts/Reminder**
- **The bits-and-piece approach**
- **The 5-minute plan**
- **The 80% success rule**

03

Procedures to develop and implement a time management plan

- **Make a master calendar at the beginning of a semester**
- **Set a time for planning at the beginning of each week**
- **Review your goals to determine the week's tasks**
- **Prioritize daily tasks and enter the daily tasks in the weekly schedule**