

01

Plan your assignment

Plan out your work prior to starting an assignment.

RESOURCE:
Planning an Assignment

02

Break down course workload

Break down your work so that you can manage your workload and not feel overwhelmed.

RESOURCE:
Breaking Down an Assignment

03

Use step-by-step approach

Use step-by-step approach to do an assignment so that you stay accomplished and systematically approach the assignments.

RESOURCE:
Assignment Survival Kit

04

Set your goals effectively

Set effective goals by using Specific, Measurable, Achievable, Relevant, and Time bound (S.M.A.R.T) principles (e.g., I will finish the second part of this week assignment by Wednesday 10:00 pm.)

RESOURCE:
S.M.A.R.T. Goals



Learning Management Goal Setting

Carefully establish goals will guide you to perform intentionally and succeed in online learning. Successful online learners often use the following strategies for goal setting.