**How to be successful in this course**

**Introduction**

Taking an online course can be a substantial commitment. What’s the best way to learn at your own pace and successfully achieve your goals? Here are some general tips that can help you stay focused and succeed.

**1: Set daily study goals**

Ask yourself what you hope to accomplish in your course each day. Setting a clear goal can help you stay motivated and prevent procrastination. The goal should be specific and easy to measure, such as “I’ll watch all the videos in Module 2 and complete the first assignment.” Don’t forget to reward yourself when you make progress toward your goal!

**2: Create a dedicated study space**

It’s easier to recall information if you’re in the same place where you first learned it, so having a dedicated space at home to take online courses can make your learning more effective. Remove any distractions from the space and, if possible, make it separate from your sleeping or leisure areas. A clear distinction between where you study and where you take breaks can help you focus.

**3: Schedule study time on your calendar**

Open your calendar and select the dates, times, and durations that you can realistically dedicate to watching videos, reading content, and completing practical assignments. This helps ensure that your courses don’t become the last thing on your to-do list.

**Tip:** You can  [add deadlines](https://learner.coursera.help/hc/articles/360030934191-Add-Coursera-Deadlines-To-Your-Calendar) for a Coursera course to your Google Calendar, Apple Calendar, or another calendar app.

**4: Keep yourself accountable**

Tell your friends about the courses you’re taking, post achievements to your social media accounts, or blog about your practical assignments. Having a community and support network of friends and family to encourage you makes all the difference!

**5: Take notes**

Taking notes can promote active thinking, boost comprehension, and extend your attention span. Use notes to internalize knowledge. Grab your favorite notebook or find a digital app that works best for you and start recording key points and core concepts.

**Tip:** While watching a lecture on Coursera, you can select the **Save Note** button below the video to save a screenshot to your course notes and add your own comments.

**6: Join discussions**

Course discussion forums are a great place to ask questions about assignments, discuss topics, share resources, and make friends. Our research shows that learners who actively participate in discussion forums are more likely to complete a course. To get started, make a post today or contribute to a post today!

**7: Do one thing at a time**

Learning researchers have demonstrated that multitasking is less productive than focusing on a single task at a time. Stay focused on one thing at a time. You’ll absorb more information and complete assignments with greater productivity and ease than if you were trying to do many things at once.

**8: Take breaks**

Resting your brain after learning is critical to high performance. If you find yourself working on a challenging problem without much progress for an hour, take a break. Walking outside, taking a shower, or talking with a friend are different break types that can re-energize you and even give you new ideas on how to tackle a project.

**9: Further preparation for your Microsoft Power BI learning journey**

While working toward the PL-300 exam or toward your other learning goals, we encourage you to:

* Begin by reviewing the exam guidelines and skills measured.
* Work through each lesson in the learning pathway. Try not to skip any activities or lessons unless you are certain that you already know this information well enough to move ahead.
* Take the opportunity to go back and watch a video or read the further information provided before moving on.
* Complete all the quizzes, exam practice questions, and exercises.
* Read the feedback carefully when answering quizzes or practice exams as this will help you to reinforce what you are learning.
* Make use of the practical learning environment provided by the step-by-step practical exercises. Your learning is reinforced through the application of skills.

**Conclusion**

Everyone has their own way of learning. Remember any of our tips that connect with your way of learning and use them to help achieve your study goals.

Best of luck on your learning journey!