

**Meta Title:** How to Manage Time with Online Classes

**Meta Description:** Now that e-learning is becoming a norm for students worldwide, you need to understand how to manage your time efficiently with online classes!

**Keywords:** Online classes, time

## How to Manage Time with Online Classes

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**Image Text:** Time Management Tips for Students taking Online Classes

**Image Alt Text:** How to Manage Time with Online Classes

**Image Description:** Image of a MacBook and an open notebook lying on a wooden table

Isn't it ironic how we all think taking online classes will save us a ton of time, but the reality is quite different than we imagined? Now that e-learning is becoming a norm for students worldwide, we can't balance our work, family time, and studies properly.

However, proper time management is the key to sorting this situation efficiently. Below are the most helpful strategies that you can use as a guide for managing your time with online classes:

## 1- Pick a Suitable Study Place

One of the significant challenges of online learning is not having a designated study area to stay focused on your coursework. Research also reveals that your surroundings can play an essential role in achieving a specific mindset.

To fix this issue, you can assign a particular space in your home for all your school-related activities. Make sure there are minimum distractions nearby so you can stay clear-minded while studying.

## 2- Don't Make It a Lonely Experience

Online classes are usually described as a ‘lonely experience.’ If that’s how you take it, you should work out a plan to befriend one of your classmates, so it doesn’t make you feel isolated. You have to take the initial step to make it a conventional practice, as everyone is struggling at this point and are out of their comfort zones.

## 3- Divide Your Time Accordingly by Planning Ahead

You should break up your study time as per your syllabus to elevate your academic performance. Once you have reviewed your assignments, you can make small deadlines throughout the week to complete them. Don’t overwhelm yourself with the task allocations. However, you should be positively productive and stay ahead of your assigned deadlines.

Planning for the next week can be one of the most beneficial strategies for students taking online classes and staying on top of their assignments. Additionally, you can mark each task in terms of priority. This way, even if you get off track for some reason, you can continue your progress efficiently, starting with the high-focused subjects.

## 4-Eliminate Distractions

Even when you have a designated study area for attending online classes, you have to make a personal effort to reduce the worldly distractions for managing your time. Put your mobile phone on Silent mode and stay off social media apps until you are done with your assigned tasks. After that, you can indulge in fun activities without building any study stress.

## 5- Resist the Urge to Multitask

While multitasking may seem like you are getting a lot done at once, studies prove that it can decrease your IQ and productivity level in the long-term. On the other hand, taking one task at a time and completing it satisfactorily can help you boost your left brain throughput immensely.

## 6- Take Advantage of Your Productive Hours

Most people are mindful of their productive hours (when they are the most vigilant). Whether you are a morning bird or a night owl, you can take advantage of that time either way and set your study schedule accordingly to make the most out of it.