

Module Discussions

70

Module One:
Introductions

25

Module Two
Discussion

25

Module Three
Discussion

19

Module Five
Discussion

1

[Hide the Topics List](#)

Module Five Discussion

Locked after Friday, September 17, 2021 11:59 PM EDT.

Must post first.

 [Subscribe](#)

Introduction to Time Management

Purpose: Consider how you currently manage your time and how you can better manage your time to succeed in an online course.

Everyone has the same amount of time available to them. We cannot control time, but we can learn to use it more efficiently and effectively by planning carefully.

How much time should be allocated to study?

The credit value of the course generally indicates the number of hours per week of study required per semester:

- For every one **credit hour** in which you enroll, you will spend approximately two to three **hours** outside of class **studying**. Therefore, to help determine the course load most appropriate for you, use the formula: 3 **credit**

hours (1 course) = 3 **hours** in class per week = 6-9 **hours study** time per week.

This is the average time requirement and will vary depending on previous study experience, whether English is your first language, individual study methods, and the weekly demands of the course.

Allocating your time

Decide what is important. Define your priorities by deciding what your goals are for that week or that day.

Using this goal-oriented approach to your work also helps you plan your time. It helps you decide which of the goals are likely to take more time and therefore what day, when, and where you will be able to fit them in.

Managing your limited time

Once you have established what your goals are create an action plan to achieve them, i.e. plan step by step what you will do to achieve each goal. Regularly make a To-Do list that sets out your priorities.

Making the best use of your time

- Use downtime, e.g. waiting time, traveling time.
- Set your own deadlines - they provide motivation for completing tasks.
- Share your goals - this increases your motivation because you are making a public commitment and you do not want to let yourself down.

Establish a routine

Set aside definite study times, with equal amounts of time allocated for each course per week, that you will keep to, e.g. Sunday 2-5 pm, Wednesday 8-11 pm.

Create a pattern of expectation of study at those times. Study time should be planned in the same way as you plan leisure, meals, work, sport and exercise, and sleep time.

The D.I.N. rule

One of the most difficult stages of academic tasks is getting started.

Some assignments look pretty scary, especially if they are different from previous activities. So to overcome this barrier, **Do It Now** is a very good strategy. It gets you started and once a task is started you are likely to finish it. This also avoids issues with procrastination and other time-wasters.

This strategy allows you to find out if you have enough resources. It also helps you deal with those unexpected small assignments.

Use rewards

Because you are now in charge of your own learning, you also have to reward yourself when you have done a good day's or week's work. You can keep yourself working with the knowledge that when the reference list is finished you will

- check your emails
- text your friend
- go for a run

Arrange a bigger reward for yourself when a major assignment is completed.

Be persistent

If the time plan does not work straight away,

do **not** give up; spend some time thinking about what has happened that interfered. It may be something unanticipated over which you have no control such as illness. However, if this is not the case, it can be very educational to keep a time diary for two or three days and jot down what you are doing every 20 minutes throughout the day and how long you do the different activities. You often find out where and when you are losing or wasting time.

- Did you leave something out of the plan?
- Are you not allowing a realistic amount of time?
- Do you need an additional motivator?

Task:

1. Write a couple of paragraphs summarizing your goals for the semester and an action plan to achieve them.
2. Write a couple of paragraphs explaining the definite study times, with equal amounts of time allocated for each course per week, that you will use to achieve the goals you've planned to achieve this semester.
3. Write an additional paragraph explaining the strategies you plan to use to help yourself stay on top of the study times you have planned for the semester. You may choose to use the ones given above or others that have worked for you in the past.
4. **Respond to at least 2 other students' posts.** Each response should be substantial to earn full credit. Rather than agreeing with your classmates' posts, ask a question or add information to their posts to continue the discussion.

Criteria on which you will be graded:

Fulfillment of the four steps above.

NOTE: You will have to post at least one thread of your own before you will be able to read and respond to other students' posts. Make sure you post your thread early so that you will have time to read and respond to other students' posts.

Rubrics

 [Copy of Discussion Rubric](#)

Start a New Thread

Filter by: [All Threads](#) ▼

Sort by:

Most Recent Activity

You must start a thread before you can
read and reply to other threads