

Name_____

MY PLAN FOR SUCCESS

Not only is time management important while you are going to school, it is a valuable skill/characteristic that employers will look for an employee.

To help you see when you can “go to class” for your online course(s), please fill in the time slots below in which you have other responsibilities such as on campus courses, work, family responsibilities, etc. for a typical week (if you are not sure estimate your time responsibilities).

YOUR TASK:

- 1) On the next page, fill in the time slots of what you plan or predict you will be doing in a typical week. (Example: work, Math 102, attend son’s football game, lunch, etc.).
- 2) Next, fill in the times that you will work on your online course(s). In other words, this is when you will “go to class” even though it is not on campus.

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 pm							

3) Now, access at least three of the websites in the list below.

- <http://quimble.com/time-management-online-students-tips.html>
- <http://www.schools.com/articles/five-ways-to-fight-procrastination-as-an-online-student.html>
- <http://resource.takelessons.com/time-management-for-online-students/>
- <http://www.onlinecollegecourses.com/2011/11/11/time-management-for-online-students/>
- <http://www.your-online-degree.com/time-management-for-online-students.html>
- <http://www.dartmouth.edu/~acskills/success/time.html>

4) Pick *at least* three of these links that you think would be most applicable to you and explore the suggestions.

5) Write a list of things you learned at these links that you would be willing to do to help you with time management and organization.

* We also suggest that you make a list of these things on a piece of paper, index card, or sticky note and put in a place where you do your school work to remind you of these suggestions that will help you be successful!

MY LIST: