

# Online Learning Tips



## Studying Tips

### CREATE A WORKSPACE

Improve your focus by separating your workspace from other responsibilities.



### WRITE DAILY GOALS

A list of to-dos will keep you on task. Reward yourself when you meet your goals to stay motivated.

### ACTIVELY PARTICIPATE

Engage in learning by taking initiative to learn the material (take notes, ask questions, etc)



### TAKE SCHEDULED BREAKS

Study in chunks and take 5-15 minute breaks to refresh yourself.

### AVOID THESE TIME KILLING ACTIVITIES

- Checking social media and email frequently
- Cluttered workspace
- Getting too comfortable
- Multi-tasking
- Working where friends can distract you

### KEEP A PLANNER

Track your schedule with a planner to manage your day, your classes, and your social and study time.



### PLAN FOR SUPRISES

Give yourself more time to complete tasks than needed just in case.

### TAKE ONLINE CLASSES SERIOUSLY

Even though you don't "go" to an online class, treat it as though you were. Online classes take just as much time as face-to-face ones do.

## Time Management

## Samford Resources

### Ask For Help

Online Students have questions and concerns too. Don't wait to find help. Not sure where to go? Use the links to the right or the [ASC's academic assistance form](#) for help.

- [CRC](#)
- [Library](#)
- [Technology Services](#)
- [Disability Resources](#)
- [Academics Success Center](#)
- [Care Team](#)



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