Planning for Online Learning

Online learning provides convenience and flexibility. However, there are some barriers that can stand in the way of online learning success, such as the feeling of being overwhelmed by a lot of information and tasks to accomplish. Therefore, we have provided some tips below on how to plan your time most efficiently, so that you complete your tasks for learning on time.

Below are suggestions on:
1. daily planning
2. weekly planning
3. monthly planning

Daily Planning

At the start of each day:

- Use your weekly plan to remind yourself of what work you planned to do today, and what unfinished work from yesterday also needs to be done.
- Check your SUNLearn and emails for any announcements or new information.
- Try to work according to a routine, remembering to take time for breaks. Working in blocks of 45 minutes works well to keep you concentration.
- Cross items off your to-do list as you complete them.

At the end of the day:

- Look your list over. Is there any work you had planned for today that you did not complete? If so, set aside time on your weekly schedule to complete that work.
- What work did you do that you need help with? Is there anything that you do not understand or want support with? Please contact your lecturer, or post on your course Q&A forum about this.
- What work did you do well? Congratulate yourself!

Weekly Planning

At the start of each week, make sure that you do the following:

- Open the SUNLearn page for each of your modules and make a master list of all the work that needs to be done during the week.
- Break each item on your master list down into manageable steps. For example, if one item is to read a long chapter in a book, you may want to break it down as follows:

- o   Read and make notes on subsection 1.
- o   Read and make notes on subsection 2.
- Take note of any deadlines and due dates set for this week and indicate them on your weekly schedule.
- Are there any "office hours", or learning activities (e.g. a tutorial quiz) taking place at a set time this week? If so, indicate them on your weekly schedule.
- Check your monthly calendar for upcoming assignments and deadlines that you may need to start working on or that may impact your studying this week. For example, if you have a project due in in three weeks' time, you may need to schedule time to start researching this week.
- Schedule time to work on each item on your master task list (and for large items, schedule time for each smaller step). We recommend keeping to your class timetable as far as this is practical, so schedule the work for each subject in the time slots you would normally be attending class.
- Do not fill up your weekly schedule completely. If possible, keep a few hours open during the week as "buffer time". These are times you can use to finish work that took longer than you had thought or that had to be moved around for any reason. If you don't know where to start, keep your evenings open as time to complete your work each day, or use the lecture periods that you usually have "off" for this.

Monthly Planning

1. Print, copy or draw by hand a monthly calendar, or use the one in your diary.
2. Use this calendar to keep track of:

   a.   assignment due dates,
   b.   assessment dates,
   c.   other deadlines, and
   d.   major events that are happening in your life.

Example of a Monthly Calendar

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 March	31 March	1 April	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1 May	2	3

Example of a Daily Calendar:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Today's main tasks:							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							