

TIME MANAGEMENT

Online learning has a lot to do with stickability. An online student doesn't have the "school bell" to get them started nor do they have the motivation to hang out with mates at lunchtime. It's about setting yourself up to manage your time to do the things you want or need to do as well as scheduling in time for your learning.

HOW TIME WORKS

Learning hours for a full-time programme is set at about **37 hours** per week and a part-time programme at **20 hours** per week. You may do more some week or less it depends on what is happening within the programme or in your life. But you have a starting point to start the scheduling equation.

Learning hours are just that – the hours that are set aside for learning, but they are not equivalent to the number of hours you will put into being on Yoobee Online. Learning hours include time for:

- Reading, watching and completing the activities in your programme.
- Completing the assessments.
- Self-directed practical activities i.e. you feel you need more practice in one skill.
- Self-directed theory i.e. you research areas of interest or where you need more support.

Now as each student is different in their level and their ability there is not one schedule for your programme. That is why this resource is a guideline for how to create a schedule for yourself and your situation, allowing you the flexibility to adjust across the days, weeks and months of your programme.

WHY IS MANAGING TIME IMPORTANT?

Scheduling is important for an asynchronous environment because the learning is on you to manage. You are taking responsibility for your achievements and that means taking the responsibility to schedule time to achieve and communicate if you are having difficulties.

Scheduling your time is also an important skill to have for industry. So the more practice you get while studying the better. It's not a simple skill to pick up.



WHERE TO START

The programme guide will set out programme dates (start and finish of your enrolment), the course dates (expected start and finish dates of each course) and assessment due dates. Note these down as these are your goalposts.

A scheduling tool: Your choice, but find one that you can easily operate. It might be a plain paper diary, an online calendar, an Excel spreadsheet or an app. Whatever you use, make it one you are comfortable with and one that has space to put everything in. It's best not to start learning a scheduling tool while you are starting your programme.

Monday posts: These are guidelines on the week's focus for a student who is expected to complete by the end of the programme. They are there to give you a place to start with, or a signpost that you are falling behind. Monday posts also give you a heads up on important time points of the coming weeks i.e. dates for Live Sessions, assessment dates breaks between courses.

Saying

Plan your work → work your plan

Making a plan is a great first step, but it's not enough. Implementation is the second step. Following the plan a great second step, but following it word for word may be a disaster. Reflect, adjust, revise, and potentially replan is how to work the plan so you are successful.

TIPS, ADVICE, HINTS, TRICKS

In no set order of tips and tricks...

Know thy rhythms

Routine, routine, routine – boring it might be, but it gives you an existing schedule to work from. What are the things that are a must in the day or week? Now ask yourself these questions

When do you work best? Morning, afternoon, after dinner, before dinner or at 5am before the mad rush of the day?

How do you know you need a break? Breaks need to be planned into the schedule for your physical and mental health.

How do you know it ain't going to fly today and therefore can leave it and come back? Banging your head against the wall, trying to read content does you no favour.

Use a scheduling tool, not a pile of sticky notes

Does the tool have enough space to add in all the tasks to do as you will be putting more than just the study blocks in?

Does the tool have a view that gives you overall as well as current day?

Is the tool accessible and easy to use?

Be SMART with your goals.

Ensure your goals are SMART. SMART = Specific, Measurable, Achievable, Relevant, Time-based. University of Auckland's explanation and template for setting SMART goals. [LINK](#)

Have Long term and mid-term as well as short-term goals

Reminders and rewards

Set reminders for tasks not just the due dates. When do you expect draft 1 of the assessment done? When is the Live Session so put a 1 hour pre-session to buzz and allow you enough time to get set up.

Schedule in the rewards for a good study block – coffee in the garden as a break, a gym session after the 3-hours study block or a day off after an assessment submission. Rewards, big or small, motivate you to keep going. They are part of the glue that creates the stickability. (See the Motivation resource).



Break it down

Your programme is more than just due dates but also start dates, and draft 1, 2 and 3 dates.

A task is not just one big block of time but a collection of smaller tasks that build to the outcome of the task. Learn how to break down the tasks into logical steps and guesstimate the time it takes to do those steps. (See Assistive Technologies resource on how Goblin Tool works).

Lego-block it – break the 3 hours blocked out into 3 50-minute blocks. Not All Saturday 10 – 4, but... Then you can move it about if things come up and you need to do something even more urgent.

Prioritise and get support

Take the time to work out what is important to do first. Balance this with what is fun to do. So if the reading is fun and the coding is difficult, set yourself up for 2 15-minute coding time slots, with a 5-minute break in between, and then a reading session for 15 minutes for a 1-hour study block.

Consider a *Nice to do/Need to do* aka urgent/non-urgent or *Must to do/Need to do/Want to do* table as a way to start prioritising tasks.

It's important to learn how to say No. Friends and family need to support you as much as you support them. The family lunch on Sunday is probably a good one to attend, but do you truly have to go to the family dinner/games evening on the following Wednesday evening? Friday night out with mates is a nice break, but what about the Saturday and Sunday night invites? Have you done enough for this reward?

Reflect and Connect

Your time management skills and schedule won't be perfect on the first time. Take time to *reflect* on what worked and why it worked then what didn't work and why. These pieces of information help you develop a better schedule. They *connect* you to actions you can take in the future.

Don't be afraid to change things if they are not working.

Silence, noise or someone's presence?

Study playlists. Like a road trip playlist but for the different study blocks you will have. Match the music style to the focus goal of the study block. Upbeat ones to get that productivity up, have the ambient playlist to have as background while you focus on writing or fixing up things. And happily turn it off when you find that it's distracting.

Study with someone...I know we are asynchronous, and everyone is on different study time zones. But there are people who need the physicalness of others to focus aka in the library, café or even together online [STUDY TOGETHER](#) or [STUDYSTREAM](#) or [STUDY WITH ME](#)

EXTERNAL RESOURCES

| | |
|---|----------------------|
| Harvard has some tips for their students | LINK |
| Oregon State uni has tips and some templates to use | LINK |
| Victoria University in Melbourne extends the tips above | LINK |
| Nice video with 12 tips from Ali | LINK |
| Another nice video – maybe contradicts the above video, but that shows you – it's your schedule, it's your way. | LINK |
| Video – Why studying is boring and how to trick your brain to enjoy it. | LINK |