Creating a Study Schedule for Online Learning

Succeeding online relies on time management skills. Creating a weekly study schedule facilitates meeting assignment deadlines and study goals, as well as integrating other priorities into your week. By creating a plan and a routine for yourself, your study time becomes more efficient.

Write in weekly and other fixed activities

- Write in synchronous meeting times and instructor office hours.
- Add your work schedule, if the same every week.
- Write in any other activities that do not change from week to week (e.g. meetings, set meal times, commuting, exercise classes, etc.).

Add study times

- Schedule at least three hours of study time for every hour of class time; adjust this to your learning needs and the needs of the courses you are taking.
- Spread study time out across the week in blocks of 2 hours or less.
- Create patterns in your schedule to help you create habits.
- Schedule several study blocks labeled “Flex” for the days and weeks when more study time is needed than anticipated.

Schedule time for other responsibilities

- Plan time for doing household chores, laundry, paying bills etc.
- Think about your top priorities for the week in terms of family, social and self-care. Add time for these activities.
- If there is no time left after scheduling your fixed commitments and study time, look for ways to reduce time in other areas to find a comfortable balance. This might mean reducing working hours or reducing your course load.

Make the study schedule work for you

- Be realistic about your schedule. And kind to yourself.
- Commit to following your study schedule. Reward yourself for success.
- Copy your schedule at the beginning of every week while you are getting used to the routine. This will also allow you to adjust times for work and other commitments.
- Note on your schedule where the plan is not working.
- At the end of the week, review, evaluate, and adjust your schedule by moving study blocks, adding or deleting study blocks, etc.
- Keep modifying your schedule until it works for you 80% of the time, with study blocks staying as close as possible to fixed weekly times.
- Once you have found a routine that works for you become more flexible. If you have a day when your study plans simply don’t work out, continue with your routine the following day. Remember, your study schedule is there to help you get things done; it is not a fixed document that you cannot change.
<table>
<thead>
<tr>
<th>HOURS</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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