



Tips for Success

TIME MANAGEMENT AND ORGANIZATION:

- ALL COURSES, ESPECIALLY ONLINE COURSES, REQUIRE ORGANIZATION AND TIME MANAGEMENT TO STAY ON TRACK WITH YOUR COURSEWORK.
- CREATE A SCHEDULE THAT WILL ALLOW YOU TO MAP OUT YOUR DAY. PLANNERS AND CALENDARS ARE A HELPFUL AND CONVENIENT WAY TO STAY ORGANIZED.
- DOWNLOAD THE CANVAS APP ON YOUR PHONE. THIS WILL ALLOW YOU TO RECEIVE IMPORTANT UPDATES AND INFORMATION RELATING TO YOUR COURSES SO THAT YOU CAN STAY ORGANIZED.
- CREATE A "TO-DO" LIST THAT WILL HELP YOU PRIORITIZE YOUR OBLIGATIONS.

COMMUNICATION AND STUDY HABITS:

- REACH OUT TO YOUR INSTRUCTOR IF YOU HAVE QUESTIONS AND VISIT THEIR VIRTUAL OR IN-PERSON OFFICE HOURS.
- CREATE A STUDY GROUP.
- CHECK EMAIL REGULARLY.
- ENGAGE IN TUTORING.

ELIMINATE

DISTRACTIONS:

- GO "OFF THE GRID" DURING DEDICATED CLASS OR STUDY TIME. TURN OFF YOUR PHONE AND STEP AWAY FROM SOCIAL MEDIA DURING YOUR CLASS AND STUDY TIMES.
- IDENTIFY A QUIET AND COMFORTABLE PLACE WHERE YOU CAN FOCUS.
- IF YOU ARE UNABLE TO FOCUS AT HOME, CONSIDER COMING TO CAMPUS AND FINDING A DEDICATED STUDY SPACE.
- USE HEADPHONES TO BLOCK OUT DISTRACTING NOISES.

Want to meet?

For more information or to schedule a meeting with Brittany Ranz, please use the link below:

<https://calendly.com/brittany-ranz>