

SURVIVAL GUIDE TO ONLINE LEARNING

Study skills and organization

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ADVICE >

ORGANIZATION

Being organized and prepared is an essential part of learning. When studying in class, structure for learning is provided, but in an online setting, you must create your own structure and be more self-directed. Don't be afraid to experiment and be flexible as different strategies may work for you at different times.



For in-person and online learning activities:

- Complete your readings prior to class.
- Bring all readings and handouts to the class session.
- Attend class alert and ready to engage with the material, professor and classmates.
- Do not be afraid to ask questions: you can send the questions privately on chat, MIO, or email if you are nervous to speak aloud.

For organizing your school work, time and physical space:

- Carve out a positive work space, one where you feel able to focus. ([link to environment](#))
- Try different methods to manage social media. ([link to attention](#))
- Chunk time and material into manageable sections. ([link to smart goals](#))
- Keep an agenda or calendar, either printed or on online. ([link to Time Management](#))
- Create checklists to keep you on task.
- Keep separate notebooks or folders for each course.

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