



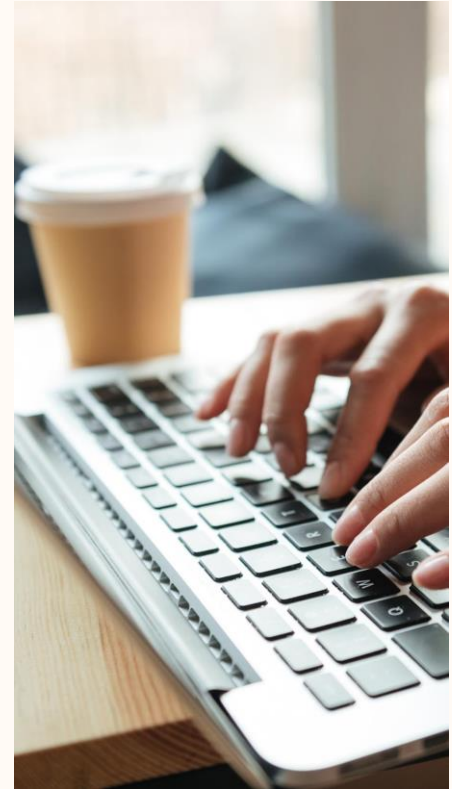
MyLearningCoach

# Learning Strategies for Online Learning

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# Deanna Fidelak, M.Ed (she/her)

Learning Specialist

Advocate

Entrepreneur

Mom

Academic Strategist

Teacher

Learning Coach

ADHD

Researcher

Anxiety

Author

Learning Disability

Course Instructor

Learner

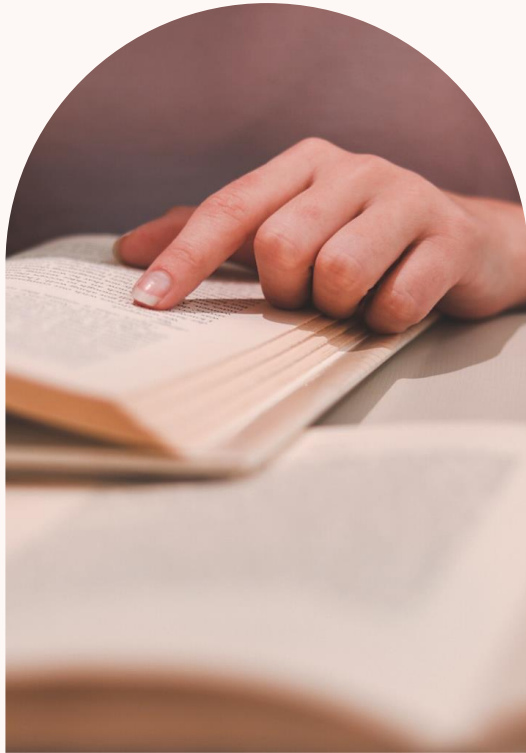
Educational Psychologist

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# SESSION #2

## Time Management and Organization



# Session Overview

- Session #1: Self-Management
- **Session #2: Time Management and Organization**
- Session #3: Test Preparation and Performance
- Session #4: Note taking strategies
- Session #5: Reading Strategies
- Session #6: Writing Strategies and Communication Strategies

# Session #2:

# Time Management and Organization

## Time Management

### Organization

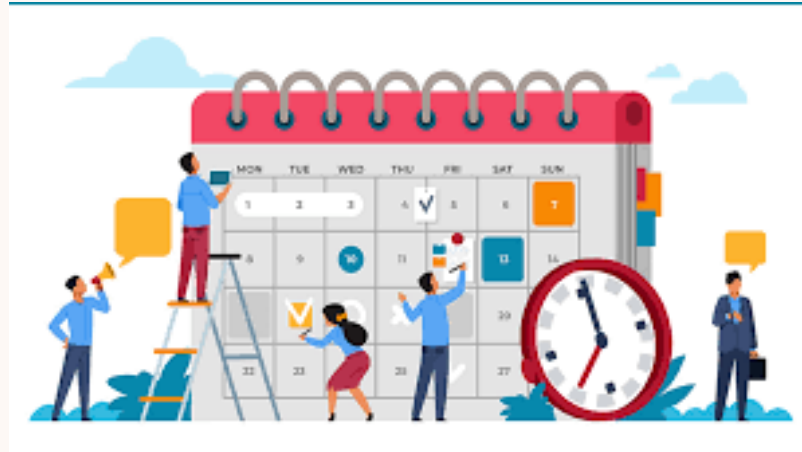
- **Pre-term Organization** (organize workspace, electronic file/digital organization, resource organization)
- **Organization Throughout the Term** (types of organization, organizational tracking systems, utilize resources)
- **Self-Analysis** (strategy/tool selection, goal-setting/reflection)

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# Time Management

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Time Management Improves with Organization



# 1. Pre-Term Organization



Organize Work Space

Electronic File/Digital Organization

Resource Organization

# Organize Work Space

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- Create a Dedicated Study Space
  - Free of distractions
  - Free of clutter
- Gather Essential Materials
  - Printer ink/paper, stationary
  - Noise cancelling ear phones/ ear plugs
  - Computer charger/second monitor etc
- Have a Place for Everything
  - Shelves, textbook storage, essential resources



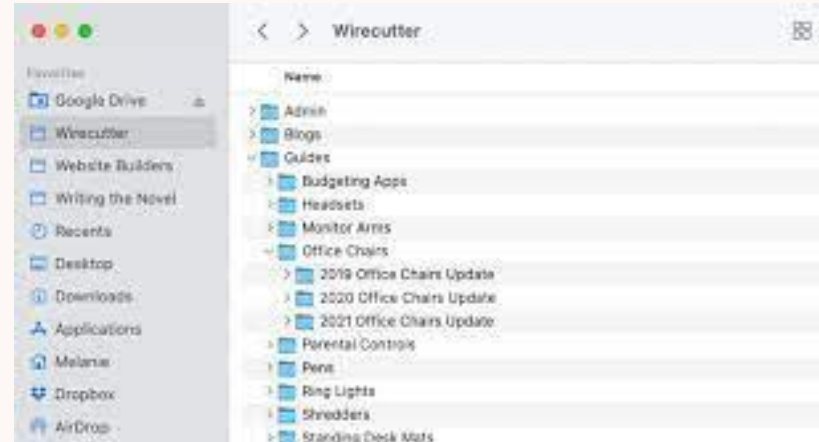


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# Electronic File/Digital Organization

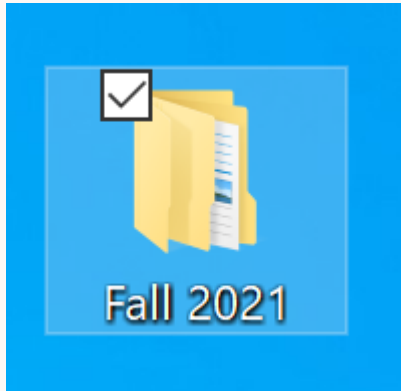
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- Being able to find your files is essential
- There are two main ways students store files:
  - Computer
  - Web: Google Drive/OneDrive

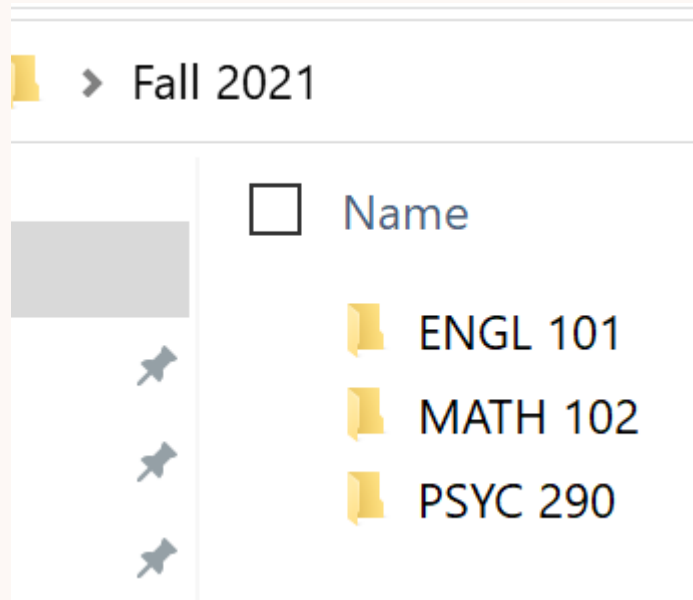


**Teacher Tip: Establish a File Organization Process that works for YOU!**

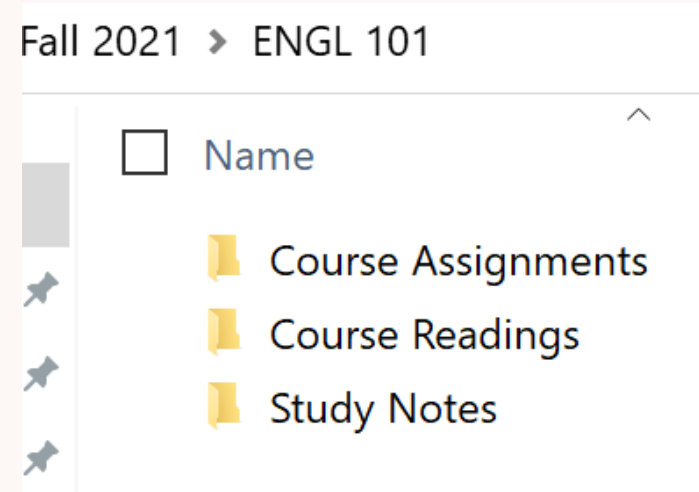
# Digital File Organization on Computer



File (for each term)



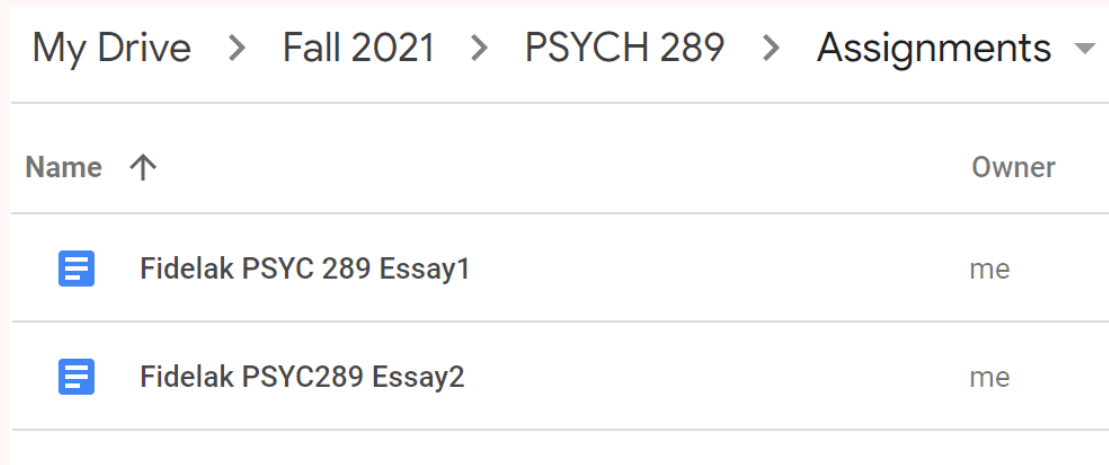
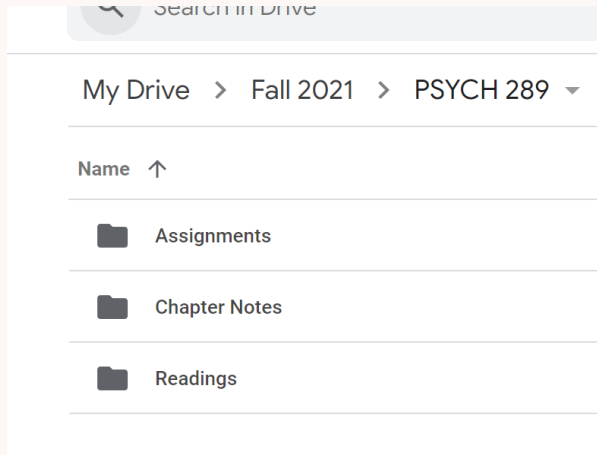
File (for each course)



File (specific categories)

**Teacher Tip: For files stored on the computer, establish a process for version control!**

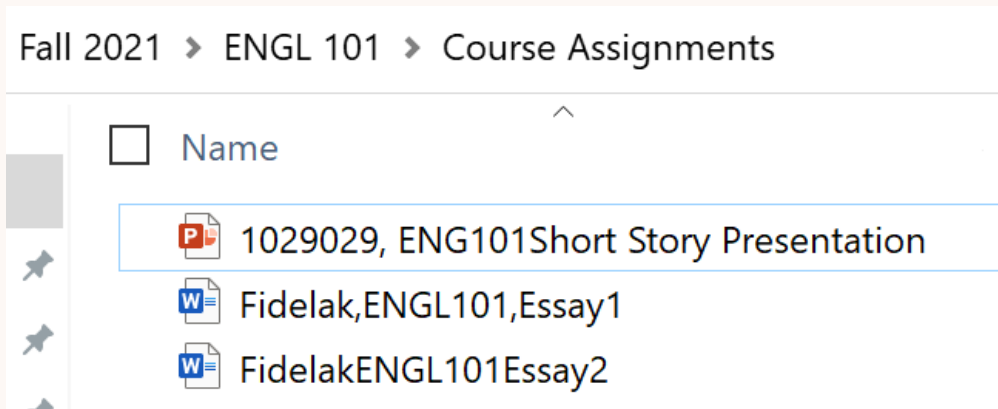
# Digital File Organization on Google Docs



Google Docs is a great tool to store all your files. You can access them from anywhere and they automatically save.

# Electronic File Naming System Tips

- Establish a clear and consistent naming system for all electronic files
  - Avoid vague file names like, “draft1.doc”
- The more specific you are, the easier it will be to find information and submit the correct version of the assignment
  - Files names should be detailed enough so you know exactly what the file is at glance.
- When naming files, start with your last name (or AU student number if requested) course, and the assignment name.



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# Password Organization

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- Remembering login passwords (student aid, My AU, email etc) can be a huge barrier



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# Ways to Remember Passwords

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Keep a password list (but disguise the passwords)

- First letter of your password followed by a quick hint of what the rest is
- Something that rhymes with your password
- Acronym to help you remember

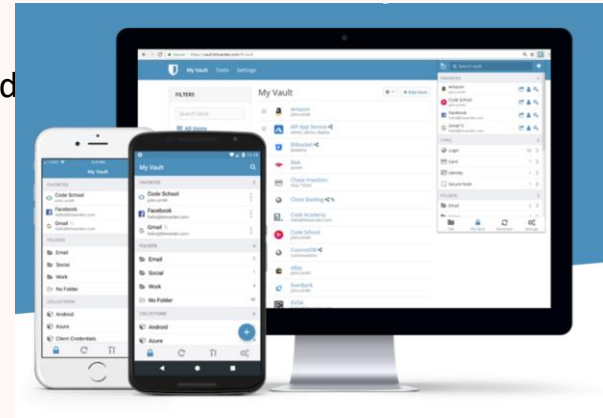
Create a memorable password

- Phrase from a memorable sentence ex. I Love My 2 Dogs Scout And

Use a secure browser that remembers passwords

Try a password manager app

- Ex. BitWarden



# Resource Organization

- Have all resources needed readily available
  - Pre-download and/or print material (if needed)
- Use a file system to store resources
  - If using paper resources, create a method to store printed materials



# 1. 2. Organization Throughout the Term



Types of Organization

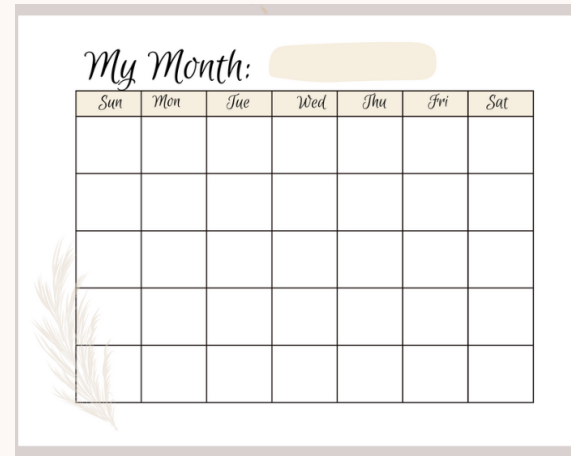
Organizational Tracking Systems

Utilize Resources



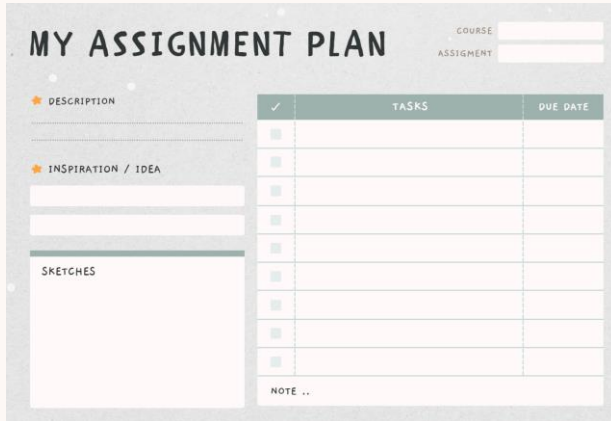
# Types of Organization

- Digital Organization
  - Cell Phone (reminders/apps/notes)
  - Calendar (email, phone, computer)
- Paper Organization
  - Agenda/Day Planner
    - Monthly/Weekly/Daily calendar
  - Lists (notes)
  - Calendar (Monthly)
- Memory Organization



# Organizational Tracking Systems

- Create/select a system that will allow you to track your term!
- Assignment/Homework Completion tracker
- Study/assignment completion schedule
- Term at a Glance



**MY ASSIGNMENT PLAN**

COURSE: \_\_\_\_\_  
ASSIGNMENT: \_\_\_\_\_

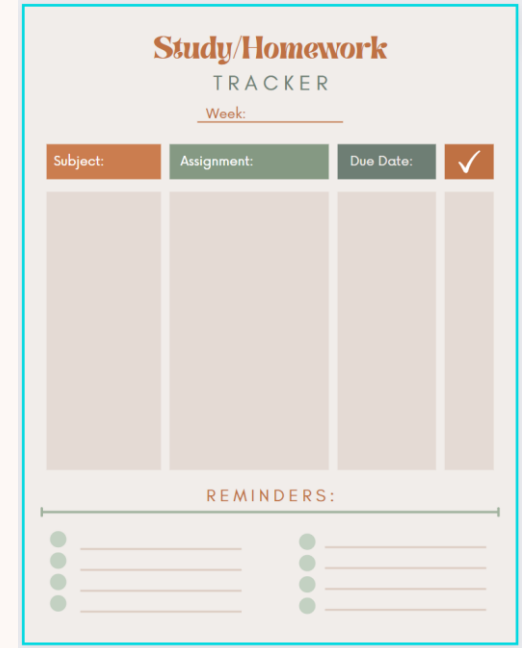
★ DESCRIPTION

★ INSPIRATION / IDEA

SKETCHES

✓	TASKS	DUE DATE
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

NOTE ..



**Study/Homework**  
TRACKER

Week: \_\_\_\_\_

Subject:	Assignment:	Due Date:	✓

REMINDERS:

●	_____	●	_____
●	_____	●	_____
●	_____	●	_____

# Term at a Glance

<b>Course</b>	<b>PSYC 123</b>
<b>Week</b>	<b>Task</b>
Week 1	<ul style="list-style-type: none"><li><input type="checkbox"/> Read through the student manual</li><li><input type="checkbox"/> Look over course material</li><li><input type="checkbox"/> Browse through the textbook</li></ul>
Week 2	<ul style="list-style-type: none"><li><input type="checkbox"/> Unit 1</li><li><input type="checkbox"/> Complete study activities</li><li><input type="checkbox"/> Unit 1 Quiz (10%)</li><li><input type="checkbox"/> Select Lit Review paper topic- contact tutor for approval</li></ul>
Week 3	<ul style="list-style-type: none"><li><input type="checkbox"/> Unit 2</li><li><input type="checkbox"/> Complete study activities</li><li><input type="checkbox"/> Unit 2 Quiz (10%)</li><li><input type="checkbox"/> Lit Review Paper (30%)</li></ul>

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# Monthly Organization (Month at a Glance)

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Include all important commitments/deadlines

- School deadlines (due dates, exams, study sessions)
- Appointments (medical, school, etc)
- Social (time with friends, exercise, movie release etc)
- Work (work schedule etc)
- Family Obligations (dinner with grandpa, son's soccer game etc)
- Other (church, yoga class etc)



# Weekly Organization (Week at a Glance)

- Use the *Month at a Glance* as a tool to plan your *Week at a Glance*.
- Extract the tasks/commitments/deadlines for each upcoming week
- Be consistent (organize yourself every Sunday evening)

WEEKLY FOCUS  
AT A *glance*

MON

TUE

WED

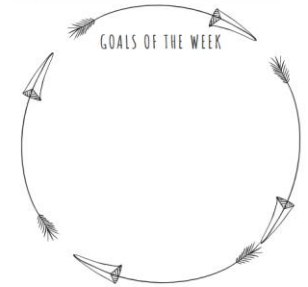
THU

FRI

SAT

SUN

WEEK OF: \_\_\_\_\_



PRIORITIES/DEADLINES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTES:



# Week at a Glance

Course	Task
<b>PSYC 290</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Read chapter 2</li><li><input type="checkbox"/> Read chapter 3</li><li><input type="checkbox"/> Complete Chapter Quiz (April 2)</li></ul>
Bio 108	<ul style="list-style-type: none"><li><input type="checkbox"/> Unit 1 Quiz</li><li><input type="checkbox"/> Create Study schedule for midterm</li><li><input type="checkbox"/> Schedule lab exam</li></ul>
Chem 102	<ul style="list-style-type: none"><li><input type="checkbox"/> Read Unit 1 material</li><li><input type="checkbox"/> Complete study activities</li><li><input type="checkbox"/> Unit 1 practice quiz</li><li><input type="checkbox"/> Complete Discussion Forum</li></ul>

# Daily Organization (Day at a Glance)

- Plan for EVERYTHING that is essential (dog walk, dinner prep, exercise, chores, work, school, family)

**My Day**

DATE: \_\_\_\_\_

M T W T F S S

MY MORNING MANTRA

TODAY'S TIMELINE

8:00 AM \_\_\_\_\_

9:00 AM \_\_\_\_\_

10:00 AM \_\_\_\_\_

11:00 AM \_\_\_\_\_

12:00 PM \_\_\_\_\_

1:00 PM \_\_\_\_\_

2:00 PM \_\_\_\_\_

3:00 PM \_\_\_\_\_

4:00 PM \_\_\_\_\_

5:00 PM \_\_\_\_\_

6:00 PM \_\_\_\_\_

7:00 PM \_\_\_\_\_

8:00 PM \_\_\_\_\_

9:00 PM \_\_\_\_\_

10:00 PM \_\_\_\_\_

11:00 PM \_\_\_\_\_

I AM GRATEFUL FOR...

MY MINDFUL MOMENTS

DAILY TASKS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IMPORTANT REMINDERS

# Daily Organization (Time Blocking/Boxing)

- Time Blocking/Boxing: Schedule every single part of your day!
- Chunking of time/tasks so they are manageable

**DAILY TIME BOXING**

NEW DATE FOR EACH DAY

DATE: 1 / 12 / 2022

HALF HOUR BLOCKS

OUTLINE YOUR TOP 3 PRIORITIES

PRIORITY TASKS

FINISH POWERPOINT  
REVIEW NOTES

TASK DUMP

BOARD REPORT  
CALL INSURANCE  
FOLLOW UP WITH JILL

WRITE DOWN YOUR TASKS

	:00	:30
5	GYM	
6	SHOWER	
7		BREAKFAST
8	CHECK EMAILS	
9	WORK MEETING	
10	TAX RETURNS	
11	HR	
12		WALK
1	LUNCH DATE	
2		
3		
4		
5		

ASSIGN A TIME FOR YOUR TASKS AND INCLUDE ANY EVENTS



# Daily Organization (Time Blocking/Boxing)

How Time Blocking/Boxing Works:

1. Visually schedule time blocks into your calendar
2. Group Like Tasks together



# Daily Organization (Time Blocking Template)

Time Blocking can be planned in many ways:

- Day planner
- Digital Calendar
- Time Blocking Template
- Sticky Notes
- Utilizing Alarms
- Time Blocking Apps

Individualize the process- choose a strategy that works for you!

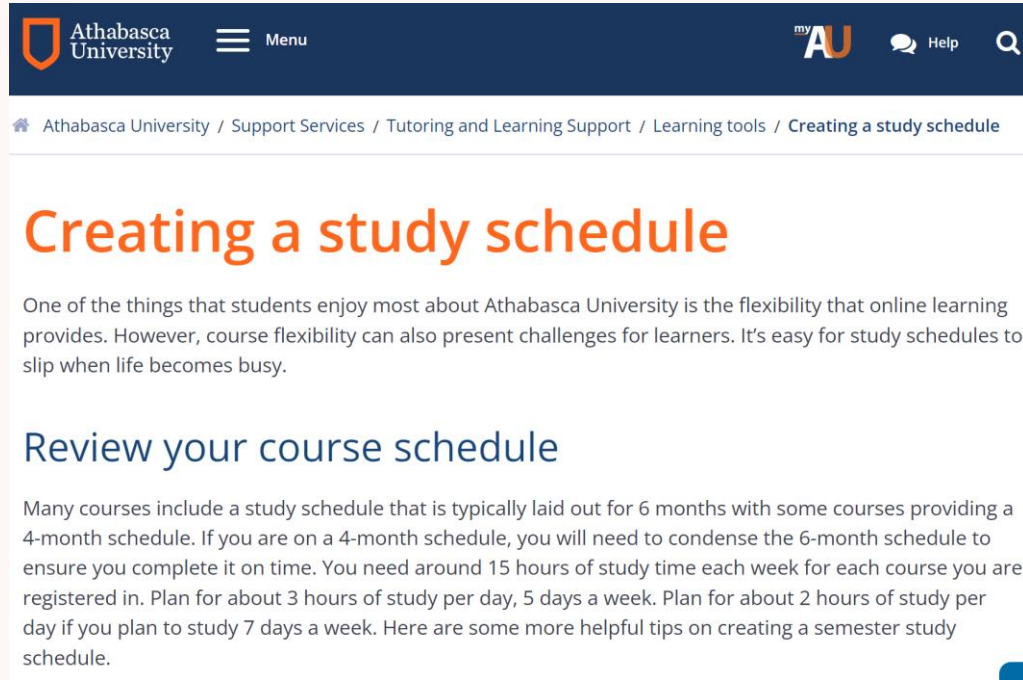
## TIME BLOCKING

	5-8 AM	9-11 AM	12-2 PM	3-5 PM	6-8 PM	9-11 PM
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						
Notes						

# Utilize Resources

Suggestions are all around you...

- YouTube/Social Media/Blogs
- AU Resources
- Academic Strategist/Learning Coach
- Experienced Student
- Tutor/Instructor



The screenshot shows the Athabasca University website. The header includes the university logo, a menu icon, and navigation links for 'my AU', 'Help', and a search icon. The breadcrumb trail reads: 'Athabasca University / Support Services / Tutoring and Learning Support / Learning tools / Creating a study schedule'. The main heading is 'Creating a study schedule' in orange. The text below states: 'One of the things that students enjoy most about Athabasca University is the flexibility that online learning provides. However, course flexibility can also present challenges for learners. It's easy for study schedules to slip when life becomes busy.' A sub-heading 'Review your course schedule' is followed by text: 'Many courses include a study schedule that is typically laid out for 6 months with some courses providing a 4-month schedule. If you are on a 4-month schedule, you will need to condense the 6-month schedule to ensure you complete it on time. You need around 15 hours of study time each week for each course you are registered in. Plan for about 3 hours of study per day, 5 days a week. Plan for about 2 hours of study per day if you plan to study 7 days a week. Here are some more helpful tips on creating a semester study schedule.'

[Creating a study schedule | Support Services | Athabasca University](#)

# 1. 3. Self-Analysis



Strategy/Tool Selection

Goal-Setting/Reflection

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# Strategy/Tool Selection

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## Engage in Self-Analysis

- “What is one organizational area I need the most support with?”
- “Which tool will most easily fit into my life?”
- “Which tool best aligns with my current skillset/habits/comfort?”

Select a strategy/tool and be consistent



# Goal Setting/Reflection

- Build the selected strategy/tool into your term goal(s)
- **Long Term Goal:** Finish course within course contract date
- **Short Term Goals:**
  - Be More Organized
    - Create Term at a Glance Document*
    - Utilize Agenda*
    - Time Block Study Sessions*
  - Complete Assignments on Time
    - Create Weekly To Do List every Sunday*
    - Work with Academic Strategist bi-weekly*
    - Break down assignments into chunks*

## *My Goal Setting*



MY LONG TERM GOAL IS:



Break down your goal into short term goals:

Short Term Goal 1



Action Steps:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Short Term Goal 2



Action Steps:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Short Term Goal 3



Action Steps:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

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# Session #2: Organization and Time Management

## Take-Away Task



Reflect on the Time Management/Organizational Systems you currently have in place.

- What is working well?
- What could use some adjustment?

Choose one of the suggested organizational systems and make a goal to implement it into your next term.

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Question Time?!

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