

5 Time Management Tips to Help Students

1. Schedule time for 1:1 or small group sessions ahead of complicated assessments to get students thinking about the work early.
2. Provide time estimates for each week and individual activities/assignments. Include how long students should expect to spend studying for exams.
3. If you can, break large assignments into smaller pieces with deadlines to chunk the work. This way, students don't wait until the last minute to start working on it.
4. Provide announcements that highlight the weekly assignments and activities and a "look ahead" at upcoming weeks.
5. Encourage students to make a plan for the week: when will they complete readings, discussion posts, study, etc.? This is especially important if students are sharing computer or internet access with others in their household.