

Creating a Study Schedule for Online Learning

Succeeding online relies on time management skills. Creating a weekly study schedule helps 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.
- Write in any other activities that do not change from week to week (e.g. work or volunteer activities, study groups, set mealtimes, exercise classes).
- Note any weekly due dates for asynchronous course participation (e.g. discussion postings due, lectures posted).

Add study times

- Designate two to three hours of study time for every hour of class time; you can adjust this later to your learning needs and the needs of the courses you are taking.
 - e.g if you are taking a 3-credit asynchronous course, you should schedule three hours of class time and an additional 9-12 hours of study time.
- Schedule study time right before or right after any synchronous classes or lectures, if possible.
- Spread study time out across the week in 1- or 2-hour blocks. Create patterns to create routines.
- Schedule several study blocks labeled “Flex” for when more study time is needed than anticipated.

Schedule time for other responsibilities

- Add time for priorities for the week for family, social and self-care.
- Plan time for doing household chores, laundry, paying bills etc.
- 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. Consider meeting with a counsellor or academic advisor to talk about balancing your work-life commitments.

Make the study schedule work for you

- Be realistic about your schedule (and kind to yourself).
- Commit to following your study schedule as closely as possible for a week.
- Note on your schedule throughout the week where the plan is not working. Reward successes.
- At the beginning of each following week, make a new copy of your schedule. This will allow you to adjust areas that didn't work for you the week before, as well as adjust times for work and other fluctuating commitments.
- Each week, review, evaluate, and adjust your schedule by moving study blocks, adding or deleting study blocks, etc. Creating patterns will create routines.
- 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.

Study Schedule

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

