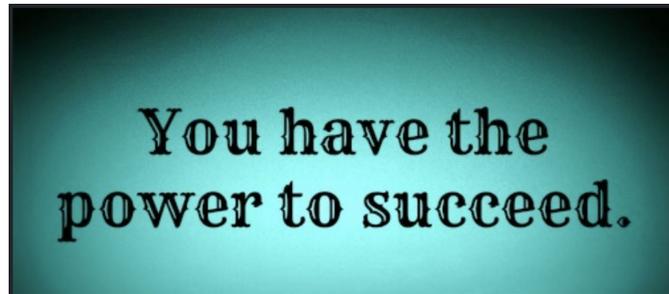


Tips for Being Successful in your Online Classes

Based on article at <https://goodcolleges.online/study-tips-for-success/>

accessed 03/23/2020



1. **Set a Major Goal**

Stay on task, but keep your primary goal in mind - finishing the semester STRONG. Also, when you set goals that are personally important, you are more likely to manage your time in a way to accomplish them.

Focus on the BIG picture. Take one step at a time. Don't let yourself get overwhelmed.

Remind yourself why you are going to school.

2. **Treat Study like a JOB**

Always remember, study IS YOUR WORK. Consciously choose to show up, actually schedule in your assessments, lectures, tasks, and really set and keep those commitments. Have a success mindset.

Keep to your schedule.

Make school your top priority EVERY DAY.

3. **Make a Study Plan**

Use your hard copy planner or your phone to create due dates/reminders, etc.

Set out a clear and achievable study plan AND keep to it 95% of the time.

Be organized and set out a certain amount of hours a day or week into your schedule.

PLAN AHEAD !!

4. **Manage Time Carefully**

Be structured about your school time. This will actually make it easier for you to be successful. AVOID late assignments - PUT STUDY FIRST.

5. **Have Dedicated Study Blocks**

Set aside time to fully focus on your work. If you are having to watch out for younger siblings, set time when you do not have those responsibilities. Consciously choose to SHOW UP.

6. **Find a Quiet Space**

It's okay to politely tell your family/friends that you need quiet time to accomplish your study time.

Without these distractions, you will get through your work quicker and more efficiently.

7. **Eliminate Distractions**

It really helps to have a specific time to do your work as well as a specific space at home. Even college students recommend cutting off electronics or put them on silent so you are not constantly interrupted by social media, etc.

Keep going...more on the next page !!

8. Limit Social Media

One way many successful students stay focused on studies is to log off ALL social media while studying. Focus on the assignment you are reading or working on. Without the distractions of social media, you will be able to get your work done more quickly and more efficiently.

9. Use Online Resources

So many resources are posted by your instructors and PCC's library. USE THEM. PCC has virtual tutoring as well.

10. Break Down Tasks

It's so easy to get overwhelmed by a big assignment. Break it down into tasks and schedule them. You can help that feeling of being overwhelmed by doing that. Use your planner or phone for those reminders. Have specific goals for each day.

11. Be Mentally Engaged

Quiz yourself. Go back and watch the video again to make sure your notes are complete. Repetition makes it stick combined with notes. That's the beauty of the videos your instructors post. You can repeat them as many times as you need to.

12. Take Notes

We have talked about the importance of effective note taking all semester. Nothing changes with online instruction. You still need to manipulate the material in order to remember it.

13. Browse Intelligently

Use the internet to help you...use it wisely. Lots of tools to help you be successful.

14. Make Study Enjoyable

OK - don't laugh at this one. Play positive music and keep good vibes going - they make the time go by more quickly.

15. Take Breaks

Take short breaks so your mind doesn't get numb. Get up, walk around, come back and refocus. It also helps with eye strain when looking at the computer screen for a long time. You can even set a timer for yourself.

16. Stay healthy

Get plenty of sleep (ha, ha), eat well (not a lot of junk). Our brains need to be fed and rested to work at their best. Stay hydrated.

17. Connect with others safely online

Remember: social distancing is very important. It is not okay to gather with groups of friends at someone's house or to go out in groups.

DO participate online if your instructor requires class discussions, etc.

Stay proactive in communicating with the instructor

18. Create a virtual study team with people who will be a positive influence on your studying

You know the people that will help you stay focused and accomplish your work. It is vital to maintain social distancing, so this is the perfect time to create an online/virtual study group.

19. Ask Questions

Now is the time to ask questions. Don't wait until you are totally lost. ASK now. Be sure to reach out to one of us at PCS Early College as well as your instructor.

20. Beat the deadline

Set strict guidelines for yourself. Complete assignments early and make sure to turn them in.

21. Reward Yourself

Remember to be proud of your accomplishments. Have small celebrations for good work.

These tips were created through a contest with online students across the world with some additions and editing by Mrs. Martin.