

Time management for remote learning

Video transcript

With remote learning, you are in control of the pace of your learning, which means that effective time management can be seen as valuable resource.

To fit the new format of your course, you might want to consider a few changes to your calendar. The first step is to organise your time with a flexible weekly plan and daily schedule. **You can base your planning on your existing class time table.**

When you do weekly planning, identify the tasks you need to complete during the week. Prioritise the tasks by assigning each task a low, medium or high priority status. Make sure to assign a date and a set time to complete each task. Work these tasks into your calendar and check your calendar daily to identify the tasks you need to complete.

If you need a little motivation to complete daily tasks, why not set a timer on your mobile for about 25 minutes? Work on the task until the timer rings and then take a short 3-5 minute break. Pick up where you left off before the break. Repeat this four times after which you reward yourself with a 15-30 minute break.

Remember to get to work immediately after the longer break and continue the cycle until you fully completed the task, before starting on a new task, and a new cycle.

Don't forget:

- Visit eFundi regularly for new announcements.
- Use your time wisely.
- Try to stay ahead of deadlines and avoid procrastinations and distractions.

Your wellbeing and health is important, so remember to put time aside for self-care.
