



NORTHWIND THEOLOGICAL SEMINARY

LEARNING CENTER

Time Management for Online Students



Welcome to Time Management Helps!

Recall the Northwind Institute/Seminary Philosophy from our website:

Seminary courses are designed for the individual student who is taking a course anywhere (wifi available), anytime (at the student's pace), on any device (computer, laptop, tablet, smartphone).

Our Course Length:

Complete your course in as little as 30-days or up to 120-days.

Our Course Requirements:

100% Online

Start courses at any time.

Study on a schedule that fits your life.

WOW: Looks like some TIME MANAGEMENT might be in order!!!

1. Take some time to assess your wellness and wellbeing.
 - a. This link will give you some assistance in these areas:
<https://online.maryville.edu/blog/college-student-wellness/>
2. Create a schedule for yourself
 - a. Track your current time usage
 - i. Categorize them into fixed or flexible
 - b. Make use of a planner
 - i. Online (and Paper): <https://friday.app/p/daily-planner-apps>
 - ii. Mostly Paper (templates and suggestions for booklets)
<https://www.canva.com/learn/create-effective-schedule/>
3. Stick to a regular routine.
 - a. This one was suggested by Melanie Kasparian of Northeastern University - (my suggestions in parentheses)
MONDAY: Begin required readings and multimedia

TUESDAY: Continue reviewing materials (and reading assignments).

WEDNESDAY: Post to discussion forum (if applicable) and begin assignments (take notes for any papers due). (At this point reward yourself with some self care!)

THURSDAY: Continue posting and working on assignments (start to arrange personal notes for any papers due including any required citations).

FRIDAY: Read and respond to posts and work on Assignments (assess the need to schedule a ZOOM or connect with the professor by email).

SATURDAY: Read and respond to posts and finish assignments (or continue reading assignments if lengthy).

SUNDAY: Check your work and submit assignments (perhaps you might be ready for a first draft of your paper at this point. Assess your progress in the course and adjust your time accordingly).
4. Start early
 - a. Northwind courses feature blocks of reading assignments
 - i. See outlines and citation helps in the Writing Center

5. Avoid multitasking

a. Here's why:

<https://www.northeastern.edu/graduate/blog/why-you-shouldnt-multitask/>

b. If you need assistance in avoiding distractions see

i. Pomodoro Technique:

<https://francescocirillo.com/products/the-pomodoro-technique#>

ii. The Eisenhower method:

<https://www.mindtools.com/a11e0k5/eisenhowers-urgentimportant-principle>

6. Good Luck and Blessings on your journey!