HOW TO BE SUCCESSFUL IN ONLINE CLASSES

PLAN WHAT YOU’LL BE WORKING ON AHEAD OF TIME.
Making a clear plan for the day decreases procrastination and gives you a clear sense of purpose. If you plan for the whole week, you’ll also improve your overall productivity.

COMMUNICATE EXPECTATIONS WITH ANYONE WHO IS SHARING SPACE WITH YOU.
With so many people tele-commuting, it’s likely you’ve found yourself in a crowded space. Set expectations for when it’s appropriate to be talked to, and when you don’t want to be disturbed.

MATCH YOUR MUSIC TO THE TASK AT HAND.
If you’re doing busy work, let yourself listen to whatever you want. When working on a more delicate task, choose silence or calming music. Video game soundtracks are designed to be stimulating but not distracting.

WORK WHEN YOU’RE MOST PRODUCTIVE.
One advantage of online classes is that they’re more flexible than in-person classes. Are you a night owl who always had trouble getting up for that 9am class? If you’re not expected to Zoom in live, you can do that lecture whenever you want.

REWARD YOURSELF.
When you finish a difficult task or one you’ve been putting off, give yourself a little reward. This could be a chat with a friend, freedom to watch a YouTube video, or even a walk around the block or a quick workout.

TAKE CLEAR BREAKS.
Taking clear breaks teaches your brain when it’s time to focus, and when it’s okay to chill out. In the long run, not taking distinct breaks leads to increased procrastination and decreased productivity.