WFH 1101: The basics

Working From Home (WFH) might be different but you’re a Jaguar and you’ve got this! Make an appointment with a peer coach at the ASC for some more tricks and tips to maximize your success with online learning!

Working From Home (WFH) means structuring your time differently and requires a different kind of discipline than going to class every week. The best advice is to create a routine. Treat this like a job or your in-person class schedule and your transition to online learning will be smoother.

**Online courses take the same or more time than F2F**

A Face-2-Face course is 2.5 hours a week in the classroom and at least 5 hours of work outside of class. For working online, that means about 7.5 hours a week for every course. Four courses = at least 30 hours a week. Five courses = 37.5 hours or more. Plan your routine accordingly.

Plan to keep sane! Review your revised course expectations and make a plan of the term requirement. Or update your current plan. The key point is to review and reassess so you are on track and ready.

*We have one week of class, Spring Break, two and a half weeks of class, then finals.* Time will fly by! Don’t be caught short and get stressed!

Manage Your Time by creating a calendar. Include due dates, scheduled exams, and any required activities for ALL courses. Keep track of everything - you don’t want any surprises. Add D2L class time, reading, working on assignments and group projects. Don’t forget library time, homework, and study/reviewing. Check out the Time Management resources at the ASC.

Distractions are everywhere! And no, you can’t multitask effectively 😊 Develop a routine. A good routine includes breaks and stop points as well as goals and tasks. The Study Cycle is 60 minutes for a reason. This stuff works. When you are “in class” try to ignore email, television, video games and so on. WFH means it is easy to keep going but don’t. Your brain and your body needs a break sometimes too, so you can walk around and check your email, just not all the time.

The Academic Success Center is here for all your e-learning needs! Contact us at asc@augusta.edu with any questions