E-learning: Tips on how to be successful with online learning

Create a dedicated study space

Let others know that you're taking an online course. Once you get distracted, it is difficult to return to work so be sure to find a quiet space for you to focus.

Write detailed to-do lists

The to-do list is extremely helpful when learning online. It can help you study more efficiently and get things done faster, plus, you get the sense of accomplishment by checking off your completed items.

Set time limits

A great way to increase your productivity and efficiency is to force yourself to study for a specific period time.

Set aside time limits (**example**: work for 15 minutes and take a 15-minute break. If you do this 4 times, you would have studied for one total hour).

If you need two hours of concentrated study time, you could work eight 15-minute sessions or six 20-minute sessions. Break them up in a way that feels comfortable for you. This will prevent exhaustion and the feeling of being overwhelmed.

Ask for help when you hit a wall

Sometimes online learning and technology can be intimidating, but you must be willing to ask for help if you do not understand something or you need help.

If you need clarification, communicate with your instructor or other students. Various communication channels in online learning are email, instant messaging, or discussions. Try to use one of the channels of communication to seek the answers to any questions that you may have.

Take regular study breaks

Studying too long can have serious consequences like insomnia, loss of concentration, eye strain and fatigue, poor knowledge retention, and loss of memory.

Give yourself plenty of breaks. If possible, get away from your study area.

Stay motivated

It is easy to feel overwhelmed, lose motivation, feel frustrated or confused; however, remind yourself of the ultimate goal and stay positive.