

Choose a Task Management System

Consider what kind of task management system will help you most in your current study program:

1. What kind of time management system do you prefer? Paper or technology-based?
2. Do you plan to keep your current time management system, or make some changes to support your online learning? If you are trying a new system, when will you evaluate how effective it is for you?
3. When will you organize your daily tasks? Will you set aside a longer block of time on a weekly basis for planning, or set aside a few moments for planning at the beginning or end of each day?