

# ONLINE LEARNING

## 8 TIPS FOR SUCCESS

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1

### SET DAILY GOALS FOR STUDYING

Having clear goals can help you stay motivated and beat procrastination. Set a goal that is specific and easy to measure. Reward yourself when you make progress towards your goal.

2

### CREATE A DEDICATED STUDY SPACE

Make your learning more effective with a dedicated study space. Remove any distractions from your space. Stay focused by having a clear distinction between where you work and where you rest.

3

### SCHEDULE TIME TO STUDY

Open your calendar and choose a predictable, reliable time that you can dedicate to watching lectures and completing assignments. This helps ensure that your courses won't become the last thing on your to-do list.

4

### KEEP YOURSELF ACCOUNTABLE

Tell your friends about the courses you're taking, post achievements to your social media accounts, or blog about your homework assignments. Having a community and support network of friends and family to cheer you on makes a difference.

5

### ACTIVELY TAKE NOTES

Taking notes can promote active thinking, boost comprehension, and extend your attention span. So, grab a notebook or find a digital app that works best for you and start synthesizing key points.

6

### JOIN THE DISCUSSION

Course discussion forums are a great place to ask questions about assignments, discuss topics, share resources, and make friends.

7

### DO ONE THING AT A TIME

Multitasking is less productive than focusing on a single task at a time. Researchers at Stanford University agree. Stay focused on one thing at a time.

8

### TAKE BREAKS

Resting your brain after learning is critical to high performance. Cycle 20-minute intense study sessions with 5-minute breaks.