



TIPS FOR TAKING ONLINE TRAINING COURSES

- **Treat our online course like a “real course.** When it comes to online training classes, you need to have the discipline to sit down and say, “I am going to work on this course,” as well as the dedication to actually follow through. Though you can be flexible as to *when* you choose to complete your work during the week, you can’t put it off indefinitely since there is a three month window to complete your course.

One of the easiest ways to ensure follow through is to remember that you (or your employer) are paying to take this online course, just as you would for a traditional, in-person class. You must “*show up*” if you’re going to get real value out of your class. Treat your online classes the same way you would a face-to-face class—or, better yet, your job—and you’ll be off to the right start.

- **Hold yourself accountable.** Set goals at the beginning of your course start date and check in with yourself weekly. Without an instructor actively reminding you to keep up with deliverables, it’s up to you to make sure you’ve allotted enough time to complete the module so you can move onto the next.

If you’re having trouble holding yourself responsible, pair up with a fellow classmate, or enlist the help of a spouse or friend to check in as an accountability partner. By being organized, proactive, and self-aware, you can get the most from your online class even when life becomes chaotic.

- **Practice time management.** The flexibility to create your own schedule is often one of the biggest appeals of taking online classes. But that freedom can also be detrimental if you do not have solid time management skills. Without them, you might easily find yourself cramming to get your course completed on time.
- **Create a regular study space and stay organized.** Set up a dedicated learning environment for studying and to work on your online course. By completing your work there repeatedly, you’ll begin to establish a routine. Whether your workspace is your kitchen table, a library, or the local coffee shop, it’s important to determine what type of environment will work best for you. Experiment to discover which type of setting boosts your productivity. Wherever you choose, make sure there’s high-speed internet access so you’re not trying to take an online course over a lagging connection.

Setting up a regular workspace or office will also help you to stay organized. When setting up your study space, make sure you:

- Have a high-speed internet connection
- Have the (optional) course materials handy
- Have headphones for listening to videos (especially important in shared spaces)



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- **Eliminate distractions.** From Netflix to social media to dishes piling up in the sink, you'll be faced with many distractions that can easily derail your studies. The best online students know how to lessen these distractions and set aside time to focus.

Exactly how much of a challenge these distractions will prove to be will depend on your own unique personality and situation. Some might find that they can tune out a noisy home by listening to music. Others might choose to work from a local coffee shop or library to eliminate their urge to multitask at home. Ultimately, you will need to find a strategy that works best for you.

Regardless of where you choose to work, consider turning your cell phone off to avoid losing focus every time a text message or notification pops up. And if you're still having trouble resisting the temptation to check your email or surf the web, try downloading a website blocker. Using applications like [Cold Turkey](#) and [Freedom](#) can help eliminate distractions by blocking the apps or websites that tend to compete for your attention, such as Facebook and Twitter.

- **Figure out how you learn best.** Once you've established where you'll learn, think about when and how you accomplish your best work. If you're a morning person, make time to work on your course before work. More of a night owl? Set aside an hour or two after dinner.
Not everyone learns the same way, so think about what types of information help you best grasp new concepts and employ relevant study strategies. Learn best by listening? Make sure to build time into your schedule to play and replay all audio- and video-based course content.

- **Leverage your work.** Online classes may sometimes make you feel like you are learning on your own, but this couldn't be further from the truth. Our Online courses are built around the concept of collaboration, with your instructor in your course, encouraging students to work together to complete assignments and discuss lessons in the discussion forum.

Build relationships with other students by introducing yourself and engaging in online discussion boards. Your peers can be a valuable resource.