

## Tips On Developing Your Personal Efficiency To Meet The Demand Of Online Learning

Online education gives you an opportunity to earn your desired qualification while you still need to commit to other essential commitments. While the opportunity and pathway are provided, you will have to prepare for it. If you are taking a graduate course, you will have already experienced what the demands are. So, to continue to pursue your graduate degree online should not be a major issue. However, if you are taking a degree for the first time, the academic demands are far greater than in high school. You will have to prepare for it. This should not be a major issue if you decided to work hard.

One possible reason that you are taking the online degree is because you need to work. As such, in order to cope with both work and study, and to complete the course in a satisfactory manner, you will need to develop personal efficiency. Below are some suggested ways.

Firstly, you will need to design a schedule. By having a schedule, you will know precisely what to do in a particular day and time. You will not be wasting valuable time thinking of what to do. For example, you may want to designate a particular block of time per day for your study and do nothing else.

Secondly, if the online degree involves delivering lectures over the web, it is best that you read through the notes before you listen to the lectures. By going through the notes, you either understand them all, some or none. If you understand them all, this will reinforce your understanding in the subject when you hear the lecture. However, if you do not understand the notes, you will naturally make every effort to listen to what the instructor is trying to say. You have prepared for it and you want to clear your doubts.

Thirdly, find a conducive place to study. Well this may not be as easy as you think. It depends on your family setting and background. Some people can study with the hi-fi blasting and the TV screaming, while the ticking of the clock's second hand will irritate some. As far as possible, you should use a table and a chair for your study and not laying on the bed. Reading your notes or book in the prone position will most likely make you doze off to sleep. You will be more alert in the sitting position.

Fourthly, develop your ability to concentrate. The mind is one of the most important elements in this whole venture. If your mind cannot concentrate and think, you will not get by easily. Some suggested ways to improve your mental fitness are physical fitness, take regular and nutritional meals and get enough sleep. While some other play soft baroque music in the background.

Finally, you will have to identify your weaknesses and improve on them. For example, if you read too slow, you may need to improve your reading speed. If you are weak in algebra or calculus, you will need to quickly brush it up so that you can keep pace with the materials. How about your writing skills? Do you need improvement? Can you do college writing, reports, essay etc. Once identified, you should quickly rectify them.

Above are some suggested pointers for you to take note that you can use it to prepare yourself when you decided to take an online course. It is possible for you to excel if you really put in your heart. Adopt a positive and learning attitude. Keep strictly to your schedule and personal rules and success will be yours.

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