

NR351_W1_ Collaboration Café

Time management as an online student

Good morning professor and classmates,

I spent several hours and days reading and studying the Time management assignments. I found that my daily schedule was disorganized and easily distracted. My regular full-time work schedule is from Monday to Friday but I still need to spend a lot of time focusing on my son's academics and doing household chores. I also waste a lot of time on my phone like watching YouTube and writing things on social media. To meet course requirements, I need to allocate a specific time frame for learning and set up a learning environment to eliminate distractions.

For the two self-care strategies to help my academics I will establish a quiet room for reading time, free from external interruptions; also set up a schedule on my calendars to help me organize the time slot. I also will ask family members to help me do housekeeping or look for a tutor to help my son's studies. According to Hood (2022), self-care strategies can promote nurse health and personal well-being.

I will reduce my screen time by limiting my social media time, asking my instructor for help with urgent matters from work if I can't make my assignment on time; getting adequate sleep, and taking 30 minutes of walking daily to keep my work – life-school balance.