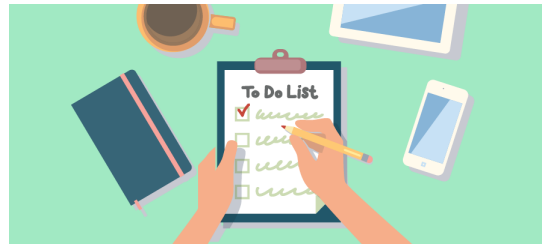**Keep a Planner.** A planner is a great way to manage your time and stay organized. Set specific deadlines and due dates so you can keep track of important assignments and increase your productivity. Make sure to also block out times for self-care activities. It's important to practice self-care while maintaining your productivity.

Establish a routine. A routine can solidify good habits and improve the quality of your day as well as your work. Here are some helpful tips:

1. **Wake up at the same time every day**. A fixed sleep pattern will stabilize your internal clock and make you feel well-rested. When the body is well-rested, your body can function at optimal levels, creating higher productivity and concentration. Waking up at the same time everyday, can improve your quality of sleep, helping you feel more alert and energized throughout the day.
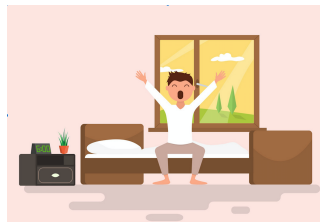
2. **Eat Breakfast**. By eating something healthy and filling, you will feel energized and ready to start your day with the right vitality, mood, and focus.

3. **Incorporate physical and outdoor activities**. Whether you go for a walk or do some yoga, physical exercise can help you feel more alert both physically and mentally. Try to spend some time outside. A dose of sunshine can increase your energy and improve your mood.

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4. **Set your daily goals.** Now is the time to plan your tasks for the day. Write out what you *want* and what you *need* to accomplish for the day.

5. **Attend your classes.** Watch your lectures at their designated times. By attending your online class, at its designated time, this will help solidify your routine and keep you on track.

6. **Relax.** Once you have accomplished your goals for the day, take some time for yourself and your family. A routine isn't just about getting work done, it's also about reducing stress and improving your mental well-being.

Stay Motivated. While online courses provide a large amount of flexibility, they also create challenges in terms of focus and motivation. The key to success with online courses is finding your motivation! Hopefully the following tips can help:
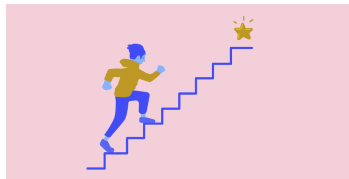
1. **Create Realistic Goals.** It's important to have short-term and long-term goals. While having long-term goals is essential, short-term goals are a great way to keep motivated. Completing smaller tasks is rewarding, and motivates you to keep working towards those long-term goals.

2. **Create a Realistic Schedule.** Give yourself ample time to complete coursework and study. It's helpful to prioritize your work in terms of importance and try to stick to your schedule. While online learning is flexible, hold yourself accountable. Regularly check your schedule and plan out time to work on assignments.

3. **Find a healthy Balance.** It's hard to separate work, school, and life. Take breaks from your coursework to break up your schedule. Scheduling an activity you enjoy, gives you something to look forward to in your schedule.

4. **Stay Positive.** The most important thing you can do, is to stay positive! A healthy mindset will ultimately help you tackle those daunting essays and tests in your future.