



## Choose a Task Management System

Read through your course material and find any guidelines for posting to forums.

Create a checklist for yourself based on these guidelines and the rubric above. What do you need to do to create successful forum posts in your course? Keep this checklist and refer to it regularly as you post to forums.

Consider what kind of task management system will help you most in your current study program:

1. What kind of time management system do you prefer? Paper or technology-based?
2. Do you plan to keep your current time management system, or make some changes to support your online learning? If you are trying a new system, when will you evaluate how effective it is for you?
3. When will you organize your daily tasks? Will you set aside a longer block of time on a weekly basis for planning, or set aside a few moments for planning at the beginning or end of each day?

