

## Tips for Learning Online

So, you have decided to take an online course. There are a few things you should consider before you get started.

### Planning your Online Learning

To get the most from your online learning, you need to make sure that you create the right environment to learn. Here are some tips to help:

- Decide what you want to learn and how much time you can allocate. Set yourself some goals!
- Remember that with online learning, you are in control. Start at the beginning and go to the end, or just jump in where you like... it's up to you!
- Schedule training sessions in your diary and stick to them. It is better to spend 20 minutes of focussed, uninterrupted time than an hour with distractions and phone calls!
- Be realistic - learn in small, manageable chunks of time.
- Take breaks to stretch and have a drink of water.
- Make sure you have a good chair and remember your posture.

### Handling Disruptions

There are many potential distractions that exist in your workspace that can interrupt your learning. It's important to take time away from visitors, emails, and ringing phones for a little while.

- Remember that you are in training – don't feel guilty about blocking out some time for yourself and make sure that your manager and co-workers understand that you are not available.
- Post a "Do Not Disturb" sign outside your workstation or on the door. You can use the Do Not Disturb sign on the next page.
- Divert your phone calls to voice mail.
- Turn your e-mail alarm off and close down other applications if possible.
- Try wearing headphones to stay focused.
- Have a pen and paper next to you to take notes or use the Notes function within each course
- Timing is everything. Try training during early or late work hours and at home.
- If necessary, retreat to a learning centre or conference room that has an Internet connection.

**Do Not Disturb**

**Learning in Progress....**

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