

Defense Acquisition University

Managing Your Time

Taking courses on-line means that you are not tied to a rigid routine based on attending classes on campus at specific times. Since most of DAU's distance learning courses are designed to be self-paced and completed individually, you can schedule your study time when it is most convenient for you. Below are some tips for managing your time:

- **Be Realistic**

While you can access your course materials and send messages to your Instructor(s) at any time, do not expect them to give you immediate responses to your messages. Remember that your Instructor(s) are real people, not computers set up for instance responses.

Depending on when you send your e-mail message, it is possible that instructors may not get back to you until the next business day or, in the event that your Instructor is teaching another class in residence, two business days. As difficult as it might be, please allow yourself time to wait for their responses.

- **Plan Ahead**

Find out how many modules or lessons are in the course that you are scheduled to take. Make sure you know how long you have to complete the course.

Note: Contact hours are reflected as the Continuous Learning Point (CLP) value that's assigned to each course and may be located in [DAU's interactive catalog](#).

- **Make a Schedule**

Take time to set up your schedule for completing the on-line modules or lessons for the course. Pin your schedule up on the wall or a board near your desk if you can. When planning your schedule, you should include the following information:

- Dates when you will complete each on-line lesson, allowing yourself 1 to 4 hours per study session.
- Dates when you plan to take course assessments.
- Your study, work, and personal commitments

- **Communicate**

Let your supervisor know when you will be studying. Ask for his/her help in keeping your study time free of interruptions.

- **Use Voicemail**

Record a message on your voicemail indicating that you are in training and when you will be available (after your scheduled training time is completed). Or, arrange to have your calls forwarded to another team member during your training time.

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- **Notify Colleagues**

Hang a sign outside of your work area stating that you are in a training session and shouldn't be interrupted. This may be particularly helpful when taking an on-line exam.

- **Take Breaks**

Plan to take a break every 90 minutes. Take a break sooner if you find you are reading and rereading the same page.

- **Use Breaks Properly**

When you schedule a break, really take a break. Get up and move around; relax and get away from your study area. Take a break sooner if you find you are reading and rereading the same page.