

LESSON: Module 4



Lesson

What to do: Review the lesson(s) after you've reviewed the module overview. You're encouraged to take notes, to review the lesson(s) more than once, if needed, and to write down any questions you have.

Lesson

Work on One Assignment or Activity

Instead of multitasking, apply the following techniques to focus

- Plan your study time, noting how long you will study, when you will take breaks, and how often you will take breaks.
- Close your Web browser when you are studying or taking a break.
- Turn off your cell phone and email when writing a term paper or taking a test; short distractions frequently lead to long disruptions.
- [Focus on] one task at a time; going back and forth between tasks leads to decreased comprehension and wastes time.

(Source: Excerpted from page 17 in *e-Learning Companion: A Student's Guide to Online Learning*)