



Become a Successful Distance Learner

Successful distance learners are self-disciplined, self-motivated, accountable, and have good time-management skills. There are things you can do to help ensure your success.

1. **Read the expectations sent to you by the Distance Education Office at the beginning of your study program.** Knowing what to expect and what is expected of you before you start your study program can help keep you from getting frustrated.
2. **Be realistic.** You may not have to keep a class schedule, but you will have to do regular academic work. ***Set aside a minimum of ten (10) hours of study time per week (40 hours per month).*** If you allow your personal schedule to interfere with your study time, you will become frustrated when due dates approach.
3. **Set small, short-term goals and deadlines for yourself and stick to them.** Keep a calendar showing what you want to accomplish each week. Mark off the activities as you complete them. *Reward yourself for reaching your goals.*
4. **Stay current on your work and don't allow yourself to fall behind.** It is easy to allow yourself to put off lessons since you do not have to attend a class. Don't allow yourself to fall behind on your deadlines.
5. **Plan study times when you will be alert and stick to them.** Study time should be reserved. If you find yourself missing too many of them, revise your study time. Consistency is very important in the success of your program.
6. **Avoid interruptions and distractions as much as possible.** Find a study place that will be free from distractions.
7. **Stay in touch with your Cyber-teacher.** Your Cyber-teacher is there to provide support and guidance. Let him/her know immediately if you have questions or problems with the content material.
8. **Relax.** Try taking deep breaths, stretching, or listening to soothing music while studying. Don't allow yourself to get too frustrated. If you find yourself getting really frustrated, take a break from your study program and come back later.
9. **Give yourself a break.** Realize that you are human and can only accomplish so much. Realize that there are times that you may need to take a short break from your study program. However, let your Cyber-teacher know that you will be taking a break and then make it a *short* break. You do not want to get out of the study habit that you have set for yourself.
10. **Remind yourself frequently why you are taking the online study course.** Keep your long-term goals beside your computer (i.e. Get my GED; Get a Better Job; Buy a House; Buy a Car) so that you can remind yourself that your hard work will pay off! Visualize how completing your goals will change your life and better your future.