



Tips for Studying Online

✓ **Minimise distractions**

Choose a time of day or a work space where there will be least amount of interruptions to your study.

✓ **Diary a regular time each week**

This doesn't *have* to be in the office. Do this on the train, bus, or from your couch. 15-30 minutes a week is enough; this is still enough to progress as it is tracked online.

✓ **Use headphones**

All of our courses have audio visual presentations so head phones will allow more focused time.

✓ **Allow 'brain breaks'**

For those studying bigger courses, give yourself short breaks in between study to ensure you stay motivated and productive. All learning is tracked, so even if you log out and come back, it shows progress.

✓ **Study buddies**

If someone in the office is also studying the same course as you, arrange times to meet and reflect on learnings or arrange to study together; this will keep you both accountable!