

# Online learning

[Linguistics](#), [English](#)



Using Organization, Time Management, and Effective Communication Skills for Professional Career Development One of the most effective media for business and education in the modern world is the Internet. For the most part, people use the Internet for professional and personal purposes as well as for business transactions. In addition, most educational institutions introduce their students to Internet to help them develop the essential competencies needed to compete in the modern workplace after they graduate. For this reason, it is necessary to learn the skills that will put me to an advantage in today's highly competitive world. For instance, skills in time management, effective communication and organization, the key online learning skills, are also applicable in developing my professional career. The most effective way to learn these skills is to develop those while one is still a student.

Life after education is a lot more complicated than what most students think especially when there is a need to deal with many things all at the same time. Oftentimes, there is a need to meet hectic deadlines and perform tasks that need to be studied thoroughly. On such situations, one needs to organize the things that should be done according to their importance. While organization skill in online learning allows the students to prioritize their goals, in the workplace, it allows one to focus and meet the deadlines without compromising the quality of the work (“ Organizational Skills,” n. d.). Organization skill, as used in the workplace, improves my efficiency as it enables me to finish the necessary work load.

As organizational skill develops my efficiency, time management skill improves my productivity as it enables me to maximize my time and effort.

As applied in the workplace, time management skill allows one to exercise full control over his/her schedule and allocate ample time for different tasks that need to be done (Foltynek & Motchyka, 2009; Roper, 2007). In relation to organization skills, effective time management skill improves my professional career as it develops my productivity.

Aside from the skills previously mentioned, effective communication skill is also important in online learning and in the workplace. Professionals highly depend on their effective communication skill as it determines whether or not their message is clearly understood by the receiver or they clearly understood the message of their leaders (Johnson, n. d.). Effective communication skills would enable me to express my ideas and comments effectively, objectively and politely. In addition, communication skill helps me establish connections as well as productive dialogues with my colleagues. Thus, effective communication skill also helps me develop a healthy relationship with my boss and co-workers.

Taken together, effective skills in organization, time management, and communication develop my professional career as those help me improve my working attitudes and personal habits. Online learning courses are especially designed to empower the students and help them learn those skills early on. In this way they will be prepared to face the challenges in the workplace. While those skills (organization, communication and time management) enhance my performance as a student, it will, in the long run, develop my professional career. Those skills are the key in becoming a globally competitive student and professional.

## References

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