

Tips for effective online composition and communication

[Education](#)



Strategies for effective planning, time management, communication, and technology use

Some of the strategies that would be helpful in effective planning in this program include understanding where to find feedback and knowing how to find information in the Walden University website (Technical tips for learning at Walden, n. d). Understanding where to find information will allow me to prepare effectively prior to a discussion or assignment. In addition, knowing where to find feedback will help me to strategize successful completion of my final assignment drafts. In relation to time management, there is one strategy I have used before and I believe will be helpful in this program: Flexibility. It is important to have a flexible schedule in order to manage unexpected problems in learning. For instance, having a flexible schedule in the past has allowed me to finish urgent assignments in a timely manner. Communication is another principal factor necessary for successful completion of this course. A communication strategy I have used before, espoused in this week's media, is articulating my opinions in a professional manner (Laureate Education, 2012e). It is important to consider the feelings of other online learners when giving feedback on weekly discussions. In doing so, learners feel that their views are respected and thus conflicts are less likely to occur. Ultimately, the objective of the communication would be achieved. A strategy I have used before in reference to technology use, and has been explicated in Technical tips for learning at Walden (n. d), is naming files and documents properly. This strategy in fact is related to time management. Naming documents properly ensures easy and timely access of information. In other words, I wasted less time trying to locate documents

and files in my computer. This strategy will be helpful in my course as it will enable me to locate my files and documents easily, read discussions posted by my colleagues on time, and subsequently provide timely feedback.

References

Laureate Education, Inc. (Executive Producer). (2012e). Tips for effective online composition and communication. Baltimore, MD: Author.

Technical tips for learning at Walden. (n. d). Retrieved from <https://class.waldenu.edu>