

# 25 College Productivity Tips

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## NOTES

Print Lecture Slides Before Class

Use "Fun" Paper

Write with Colored Pens

Use an iPad or Tablet

Use Noteshelf for Notability

Record Lectures

Use a Stylus for Handwritten Notes

Bring Whiteout if you use Pens

Re-write Notes to Help Study

## STUDY

Flashcards

Copy Notes - make them 'Prettier'

Make Colorful Study Guides

Have Snacks, Water, ect. Ready to Go

Set a Time goal... study for 15, 30, or 60 mins.

Do not do anything until you've met your goal

Use Tomato Timer to help stay on track!

Have a Friend Quiz you

## ORGANIZE

Pack your Backpack the Night Before

Plan your Outfit the Night Before

(Make sure to Check the Weather)

Have a Planner or Agenda

Use Tabs & Dividers to Organize Notebooks

Keep your Desk/Work area Clean

## LISTS

Make a Weekly To-Do List

Create a Study Spot List

Have a quick Post-it List

Prioritize Your Tasks High to Low