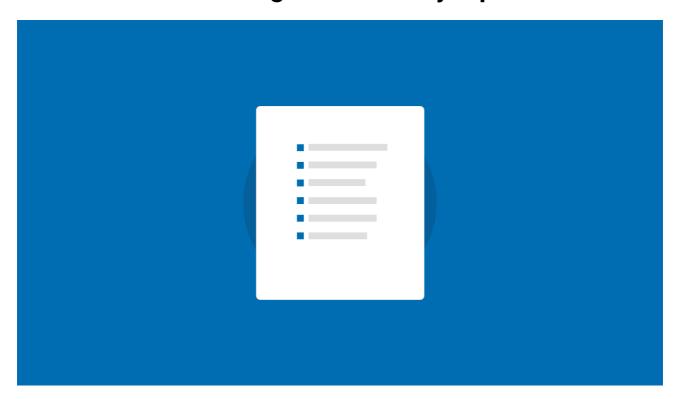# 25 College Productivity Tips

Notes:

☐ 1. Print Lecture Slides Before Class

☐ 2. Use "Fun" Paper

☐ 3. Write with Colored Pens

☐ 4. Use an iPad or Tablet

☐ 5. Use Noteshelf or Notability

☐ 6. Record Lectures

☐ 7. Use a Stylus for Handwritten Notes

☐ 8. Bring Whiteout if you use pens

☐ 9. Re-write Notes to Help Study

Study:

☐ 10. Flashcard

☐ 11. Copy Notes – make them 'Prettier'

☐ 12. Make Colorful Study Guides

☐ 13. Have Snacks, Water, etc. Ready to go

☐ 14. Set a Time Goal... study for 15, 30, or 60mins.

☐ 15. Do not do Anything Until You've met Your Goal

- [ ] 16. Use Tomato Timer to Help Stay on Track!
- [ ] 17. Have a Friend Quiz you

Organize:

- [ ] 18. Pack Your Backpack the Night Before
- [ ] 19. Plan Your Outfit the Night Before
- [ ] 20. Have a Planner or Agenda
- [ ] 21. Use Tabs & Dividers to Organize Notebooks
- [ ] 22. Keep your Desk/Work area clean

Lists:

- [ ] 23. Make a Weekly To-Do List
- [ ] 24. Create a Study Spot List
- [ ] 25. Prioritize Your Tasks High to Low