

# 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 Notesshelf 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
- ☐ 18. Pack Your Backpack the Night Before

### **Organize:**

- ☐ 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

**Make and Share Free Checklists**  
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