

Tips for students to BE MORE PRODUCTIVE



-  **Organize your projects and test dates**
-  **Set a weekly to-do calendar**
-  **Limit time on social media**
-  **Set goals – short and long term**
-  **Ensure you get enough sleep**
-  **Review assignments in advance**
-  **Get in the habit of setting a routine for homework**
-  **Turn phone to silent when studying**
-  **Get exercise – healthy body, healthy mind**
-  **Volunteer – this can give you real life experience**
-  **Tackle bigger projects first**
-  **Look for apps to assist with studying**
-  **Divide large projects into manageable tasks**
-  **Set a schedule to ensure nothing is missed**
-  **Use highlighters and post-it notes for perfect note taking**
-  **Review material frequently**
-  **Avoid multi-tasking, focus on one project at a time**
-  **Reward yourself when you meet goals**