

25 COLLEGE PRODUCTIVITY TIPS

NOTE TAKING

1. Print Lecture Slides Before Class
2. Use “Fun” Paper
3. Write With Colored Pens
4. Bring Whiteout if You Use Pens
5. Use an iPad or Tablet
6. Use a Stylus or Apple Pencil for Handwritten Notes
7. Use The Notesshelf or Notability Apps
8. Record Your Lectures

STUDY MORE

9. Re-write your Notes to Help Study (make them ‘prettier’)
10. Make Colorful Study Guides
11. Use Flashcards
12. Have Snacks, Water, etc. Ready to Go
13. Set a Time Goal... Study for 15, 30, or 60 minutes
14. Do Not Do Anything Until You’ve Met Your Time Goal
15. Use Tomato Timer To Help You Stay on Track
16. Have A Friend Quiz You

ORGANIZE

17. Pack Your Backpack The Night Before
18. Plan Your Outfit The Night Before (make sure to check the weather)
19. Have a Planner or Agenda
20. Use Tabs & Dividers to Organize Notebooks
21. Keep Your Desk/Work Area Clean

LISTS

22. Make a Weekly To-Do List
23. Create a ‘Study Spot’ List
24. Write a quick Power Hour post-it list
25. Prioritize Your Tasks High to Low

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