

HOW TO BE PRODUCTIVE

TIPS FOR SUCCESS

FOCUS FIRST THING

- Set up a morning routine for yourself to help transition into the day.
- Consider doing one task that seems hard or less fun first to get it out of the way.
- Create time in your routine to revisit your to-do list or priority list and adjust as needed for the day.

MANAGE TIME

- Be realistic about how much time tasks take, and organize your schedule accordingly.
- Use time in between classes or meetings to accomplish tasks that require less focus or attention.
- Be sure to create space for mental, physical, and nourishment breaks.
- Take one task at a time rather than trying to "multi-task".

BE KIND TO YOURSELF

- Be kind to yourself as you try new strategies or adjust to a new environment or to a new schedule.
- Offer yourself kind words and patience - just as you would offer friends.
- Create time and space to process stress and emotions, and add in intentional self-care activities to your day.

CELEBRATE

- At the end of each day, celebrate things you accomplished, big and small.
- Create ways to mark progress for yourself, perhaps by crossing things off a list, sharing updates with a friend, or just pausing to reflect on everything you got done today.



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FOCUS FIRST THING

What would a morning routine look like for you?

What are the most important aspects of that routine? Why?

How do you track your to-do list, priority list, or schedule?

MANAGE TIME

What are the most important parts of of your day?

What needs to be in your schedule for today?

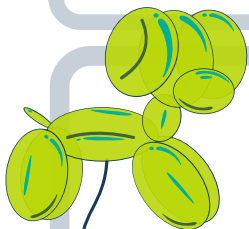
What can wait until tomorrow?

BE KIND

What are somethings you say to yourself when things don't go as planned?

What could you say to yourself that would be kinder and more patient?

you got this!



CELEBRATE

What did you accomplish today? How will you celebrate?



**Student
Well-Being**
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