

# 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 adjust to working in a new environment and in uncertain times.
- Offer yourself kind words and patience - just as you would offer a friend during these times.
- 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.



**Student  
Well-Being**

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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?

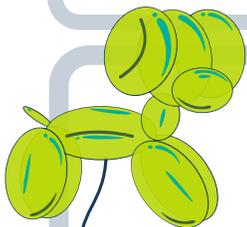
What can wait until tomorrow?

### 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?



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