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.
# How to Be Productive

## Tips for Success

### 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 your day?
- What needs to be in your schedule for today?
- What can wait until tomorrow?

### Be Kind
- What are some things you say to yourself when things don’t go as planned?
- What could you say to yourself that would be kinder and more patient?

### Celebrate
- What did you accomplish today? How will you celebrate?