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.
<table>
<thead>
<tr>
<th><strong>FOCUS FIRST THING</strong></th>
<th><strong>MANAGE TIME</strong></th>
<th><strong>BE KIND</strong></th>
<th><strong>CELEBRATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>What would a morning routine look like for you?</td>
<td>What are the most important parts of your day?</td>
<td>What are some things you say to yourself when things don’t go as planned?</td>
<td>What did you accomplish today? How will you celebrate?</td>
</tr>
<tr>
<td>What are the most important aspects of that routine? Why?</td>
<td>What needs to be in your schedule for today?</td>
<td>What could you say to yourself that would be kinder and more patient?</td>
<td></td>
</tr>
<tr>
<td>How do you track your to-do list, priority list, or schedule?</td>
<td>What can wait until tomorrow?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TIPS FOR SUCCESS**

**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?

*You got this!*