Top 10 Tips for Productivity

1. **Make To-Do Lists**
   - Make a to-do list daily, check off tasks, & feel productive!

2. **Exercise**
   - Blow off steam and sweat out stress outside or at the gym.

3. **Stick to a Schedule**
   - Find a daily routine that works for you, and stick with it.

4. **Cut the Clutter**
   - Clear your work space. A clear mind is a productive one.

5. **Check It Off**
   - Do the things you hate the most first. You won’t miss them.

6. **Celebrate**
   - Reward yourself for progress and don’t forget to relax.

7. **Find a Quiet Spot**
   - Sit down, sit back, & get on the grind. Use our Spotify playlist to focus!

8. **Just Say "No!"**
   - Know your limits. DO NOT do all of that group project work alone, and take time off for you!

9. **Plan It Out**
   - Get a jump start on tomorrow by thinking through the day before you go to bed.

10. **Turn Off Distractions**
    - Log out of your social media accounts, turn off your phone, & leave distractions behind.