# Top 10 Tips

1. Use a planner to add due dates of major assignments and plan your time
2. Organize your study space and files to declutter and increase efficiency
3. Make a to-do list for each week and each day
4. Decide what your priorities are and put those first on your to-do list
5. Break up large tasks into smaller manageable chunks
6. Work in 60-90 minute cycles with 15-20 minute breaks
7. Minimize distractions by limiting time on devices
8. Use Google Calendar or a similar app to keep track of commitments
9. Schedule in breaks and time to get a full night of sleep, eat, relax, socialize and exercise
10. Use small moments, even 3-minute blocks, to check email, read articles, send texts, stretch or tidy up

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