TOP 10 STUDY TIPS FOR BUSY COLLEGE STUDENTS

1. **Always Prep for Tomorrow**
   By preparing for tomorrow, you will be able to make the most efficient use of your time to complete your homework. Create a “To Do” list (see #3) of what you need to accomplish the next day so you can jump right into the work and save time.

2. **Use a Planner or Appointment Book**
   To be sure all assignments are completed on time, write them down! It’s easy to forget assignment due dates, test days, and other important information.

3. **Use “To Do” Lists**
   Many college courses have weekly or sometimes daily assignments that you need to complete. Make a “To Do” list to ensure that you will stay on top of completing those assignments on time. As you complete each one, feel the satisfaction of checking off each assignment on the list.

4. **Stay Organized (EVERYDAY)**
   Staying organized is something that many college students struggle with. Organize your class materials and homework by using folders both on your computer and for any printed materials. This way you can best utilize your study time by avoiding a long search for your documents.

5. **Establish a Routine**
   Setting specific time for school work will ensure that you stay on top of assignments. Make sure those around you understand when your study time is so they can allow you to focus on earning your college degree without distractions.

6. **Find a Quiet Space**
   Identify a “study space” where the bulk of your time is used only for study purposes. After a week of using the same space for the same activity (to study), your body will associate that space with studying and this will help you focus.

7. **Have a Backup Plan**
   Computers always seem to crash at the most inopportune moments. Your backup plan should include saving a copy of your files on an external drive, in addition to knowing where you can go get onto another computer in order to hand in your assignments.

8. **Maintain a Master Calendar**
   For many classes in college, you will be assigned major projects that may be due later on in the quarter. Using a calendar to stay on top of these projects is the easiest way to not fall behind.

9. **Take a Break**
   For those times when you are stuck on a problem or have been studying for a big test, remember that it’s okay to take a short break. Step away from your computer to take a walk or get some fresh air to clear your head; this will allow you to come back refocused.

10. **Stay Positive!**
    Learning is an activity that pushes us beyond our comfort zone. This can be frustrating, so do your best to stay positive and remember why earning your degree is worth all the hard work.