

TIP

Optimize Your Study Space

- 1 Create a dedicated study space if possible, preferably somewhere quiet and with natural light.
- 2 Don't study on your bed.
- 3 Stand while you study by either using a standing desk or by placing your computer on top of books.
- 4 Add greenery to your desk space.
- 5 Burn the same scented candle or diffuse the same essential oil during each study session to let your body know it's time to focus.
- 6 Change your desktop background to something inspiring, like a motivational quote.
- 7 Keep a water bottle on your desk.
- 8 If using a laptop, invest in a monitor, keyboard, and mouse to reduce neck strain.
- 9 Occasionally study in a coffee shop or your campus library.

Get Organized

- 10 Clean your desktop of excess folders.
- 11 Create digital folders for each class' documents.
Sync your desktop with Google Drive or OneDrive to access your documents from any computer on campus.
- 12 Keep your notes in one place, either in an app, digital folder, or physical notebook.
- 13 Create browser tabs for frequently visited sites like your class homepages.
- 14 Use Google Docs for collaborative group projects.
- 15 Get the contact info of at least one classmate in each of your classes.
- 16 Create your own Spotify study playlist of your favorite instrumentals.

Remove Distractions

- 18 Use an ad-blocker browser extension.
- 19 Use a website-blocker browser extension to block distracting websites.
- 20 Enable Do Not Disturb mode on your phone and computer.
- 21 Use a focus smartphone app like Forest (also a browser extension).
- 22 Keep your phone in a different room during study sessions.
- 23 Close browser tabs when you're finished with them to reduce visual clutter.
- 24 Wear a pair of noise-cancelling headphones.
- 25 Listen to nature sounds or instrumental focus music.
- 26 Wear a hoodie over your head so that you don't get distracted by things in your peripheral vision.
- 27 Don't watch TV while studying.
- 28 Check email or text messages only twice during the workday.

Study Smartly

- 29 Read the class material.
- 30 Discuss readings with classmates.
Use spaced repetition by reviewing your notes, flashcards, and study guides over several weeks or days.
- 31 Use active recall by quizzing yourself on the material.
- 32 Use digital flashcards like Anki or Quizlet.
- 33 If you can still comprehend your professor, bump up online lectures to 2x speed if possible.
- 34 Handwrite notes during lectures, then retype them into a digital document as review.
- 35 Use the Cornell note taking system.
- 36 Dress in clothes you'd wear to class to trick your mind into getting focused.

- 38** Occasionally reward yourself for your hard work.
- 39** Rent digital textbooks to save money.
- 40** Turn your camera on during Zoom lectures to encourage you to stay present and focused.

Manage Your Time Well

- 41** Use a Google Calendar or a monthly physical calendar to plan out important assignment due dates in one place.
- 42** Make a to-do list every day, starring one item that absolutely must get done that day.
- 43** Complete the most difficult or pressing task first.
- 44** Remember Parkinson's Law: "Work expands so as to fill the time available for its completion."
- 45** Use the Pomodoro Technique: 25 minutes of focused work followed by five minutes of rest.
- 46** Use calendar-blocking to plan out when exactly to study what subjects during the day.
- 47** Use calendar-blocking to schedule breaks as well!
- 48** Learn to say no to commitments that will eat into your study time.
- 49** Prioritize assignments that have a significant impact on your overall grade.

Stay Healthy

- 50** Do a brief exercise during short breaks (pushups, pull-ups, jump rope, jumping jacks, etc.)
- 51** Go for a run, walk, or bike ride on a longer break.
- 52** Meditate.
- 53** Eat healthy snacks like fruits, nuts, and smoothies during study sessions.
- 54** Get enough sleep (seven to nine hours) each night.
- 55** Go to bed and wake up at the same time every day.
- 56** Wake up to a physical alarm clock rather than your phone.
- 57** Stay in touch with friends and family over Zoom.
- 58** Take caffeine only when necessary, and never in the evening.
- 59** Drink lots of water.
- 60** Take up a creative hobby like drawing, painting, cooking, or playing an instrument to alleviate stress and anxiety.

Take Advantage of Online Resources

- 61** Have online tutors review your difficult assignments to get a knowledgeable helping hand.
- 62** Watch free videos from Khan Academy, Crash Course, and other educational YouTube channels to help you understand course content.
- 63** Use SparkNotes or Shmoop to supplement, not substitute for, reading your textbooks.
- 64** Use websites like Wikipedia, Encyclopedia Britannica, and Encyclopedia.com to gain a general understanding of difficult concepts.
- 65** If you need more coursework, Harvard edX, Stanford Online, Coursera, and Udemy offer several free online courses.