

# Maximizing **Productivity** During Quarantine

- Tips from FPF -





# Tip #1: Set Up a Schedule



It's easy to fall behind on assignments when we don't have to attend class in person.

If you can't stick to your original class schedule, **create a new one** that fits your needs and make it a **routine**.



## Tip #2: Create a Checklist

Keep track of all your assignments and goals with a checklist (and it's satisfying to cross them off!).

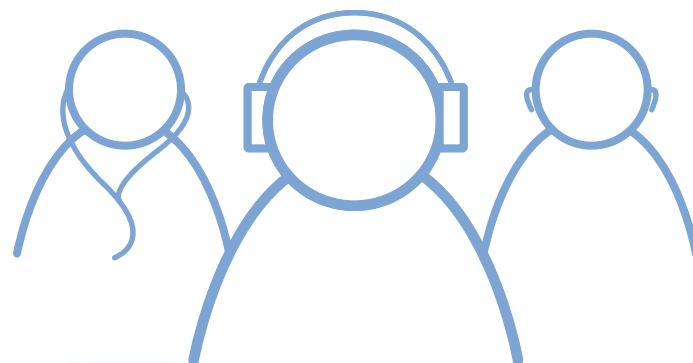


Creating a **bullet journal** is a fun, creative way to track your goals. **Apps and Chrome extensions** can remind you of your tasks every time you check your phone or open a new tab.



## Tip #3: Ask for help

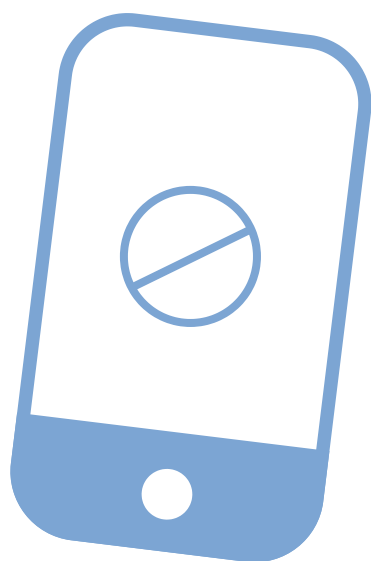
Don't be afraid to ask for help, even when studying in isolation.



Create **online study groups** and take advantage of any **tutoring sessions** available to you. Go to **office hours** and **discussions** to get your questions answered. Now, they're only a click away!



## Tip #4: Resist the Urge



When you need to focus, try your best to eliminate any distractions.

**Hide your phone** somewhere that's not easily accessible. **Productivity apps**, such as Forest\* or Flora\*, are great for keeping you from using your phone.

\*Not sponsored applications. Recommended based on personal experience.  
-FPF Ambassador, Erin T.



## Tip #5: Take Care of Yourself!

Get plenty of sleep, stay hydrated, listen to good music, and pick up a new hobby (or continue an old one!).



While you're working, make sure to **take breaks every hour**. Stand up, get a good stretch, and recharge.