

How To

GET ORGANIZED

Being organized makes your day run smoother and it saves you time.

When you're organized, you also have less stress and feel more in control of your life.



Being organized will not only make you a better student, it will help you succeed in your career, and in life.

ORGANIZATION TIPS

Use a planner

Take a planner to every class. Record assignments, tests, quizzes, special events, appointments, etc.

Also use your planner to break large assignments and projects down into more manageable parts.

Have a system for organizing papers

Whether you use folders or binders, the important thing is that you have a system for organizing your all of your papers – class notes, handouts, homework, etc. Have a specific place for every paper.

Develop routines

Have a morning routine that gets your day off to a good start and a nighttime routine that includes getting everything ready for the next day.

Eliminate clutter

Throw out the things you don't need, put papers you want to keep in a home file, and keep your study area clean and neat.

ORGANIZATION TIPS

Create To-Do lists

If you have a lot to do, create a To-Do list. Prioritize the items on the list to ensure the most important things get done. Focus on one task at a time.

Organize and save computer work

Make sure you save your work often. Regularly back up, clean up, and organize your computer files.

Use a monthly wall calendar

A monthly wall calendar will help you keep track of major events, project deadlines, vacations, etc.

Create a study plan

Know when you study best and create a study plan that works for you. Identify anything that could interrupt your studying and figure out how you can eliminate or avoid it.

TIME-MANAGEMENT TIPS

To be successful in school and in life, you need to have good time-management skills.

- ▶ **Look for chunks of time during the day that are wasted.** Think about how you can use these times more effectively.
- ▶ **Learn to say “no.”** Don’t let anything get in the way of your schoolwork.
- ▶ **Don’t overextend yourself.** If you never seem to have enough time, identify activities you can eliminate, shorten, or postpone.
- ▶ **Control time wasters.** Social media, TV, and video games can all be huge time wasters. Schedule small chunks of time for these activities, and stick to your schedule.
- ▶ **Set aside time to relax.** It’s important to take time to relax and recharge your batteries.