

**Academic success involves more than attending class and completing assignments. To be successful in college, you need to be organized.**

► **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 before you go to bed.

► **Create a study plan**

Know what time of day you study best, and create a study plan that works for you. Identify anything that could interrupt your study plan and figure out how you can eliminate it.

Before you start to study, decide what you want to get done and the order you'll do it.

► **Eliminate clutter**

Put away or get rid of anything you don't need.

► **Use a monthly wall calendar**

A monthly wall calendar helps you keep track of major events, project deadlines, breaks, etc.

► **Keep phone numbers**

Have a phone number for at least two students in each class. If you have a question or miss a class, you'll have someone to contact.



**Using a To Do list allows you to focus on what you need to do, instead of wasting time worrying about how you're going to get everything done—and wondering what you've forgotten.**

Each night, make a To Do list for the next day. If you have a lot to do, prioritize the items to ensure the most important things get done.

To prioritize your tasks, rate each item on your list as an A (*must do today*), B (*should do today*), or C (*would like to do today, but it can wait*).

Rank all of the As in order of importance (1,2,3...).

Do the same with the Bs and Cs.

Rewrite your list with the As at the top (in the order of importance), followed by the Bs and Cs.

	Wed
A	1 Study for French test 2 Do math assignment 3 Get Tū's birthday gift
B	1 Do outline for paper 2 Call Jenny
C	1 Do laundry 2 Work on lab report 3 Get haircut

Focus on one task at a time, and at the end of each day, put any unfinished tasks on the next day's To Do list.

**"Don't agonize. Organize."**

Florynce Kennedy



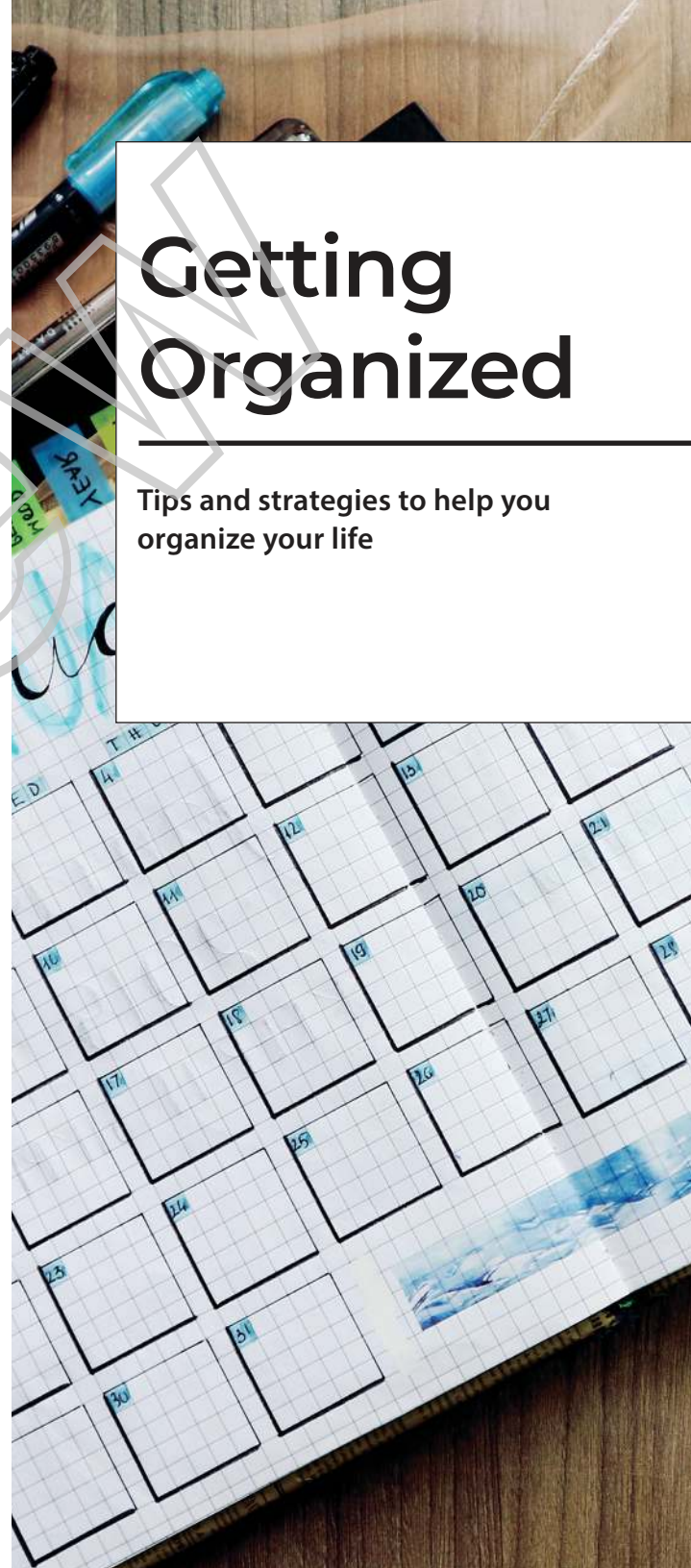
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# Getting Organized

Tips and strategies to help you organize your life





## Getting Organized

- ▶ Do you waste time looking for things?
- ▶ Do you sometimes forget to bring what you need to class?
- ▶ Are there loose papers in your backpack?
- ▶ Are you often missing the things you need?

*If you answered "Yes" to any of the above, now is the time to work on improving your organization skills.*

Being organized makes your day run smoother and it saves you time. When you're organized, you also have less stress, and you feel more in control of your life.

Being organized isn't hard; however, it's a skill that needs to be developed and practiced. The tips in this InfoGuide will help you get started.

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

## Use a Planner

Whether it's a hard copy planner or a phone app, using a planner every day is a great way to stay organized. Use it to keep track of the following.

### Important Dates

Record the beginning and ending dates of each term, exam dates, special events, holidays, and breaks.

### Daily Assignments, Quizzes, and Tests

- ▶ Write each assignment under the date it's assigned, and note the date it's to be completed.
- ▶ Check off assignments when they're done.
- ▶ Write in all quiz, test, and exam dates.

*Whenever you're given a syllabus, copy the assignments into your planner.*



### Projects and Papers

Break large assignments down into smaller, more manageable parts. For example, if you have a paper due on Friday, you might give yourself these four assignments:

Mon – Make outline      Wed – Revise and rewrite  
Tues – Write first draft      Thurs – Write final draft

Write these smaller assignments in your planner also.

### Activities and Appointments

Write in practices, appointments, social activities, and anything else you need to remember.

## Organize Your Stuff



With changing schedules and classes all over campus, it's important to keep your stuff organized.

### Notebooks / Binders / Files

- ▶ Keep important course information (instructor's email address, office hours, syllabus) in the front of your notebook or binder. Write your name and email address on the inside cover in case it's lost.
- ▶ Your notes and class handouts are your most valuable resource when studying for tests. It's therefore very important that you have a system for keeping these organized.

It doesn't matter whether you use spiral notebooks, binders, folders, or 3-ring notebooks. The important thing is that you have a system for organizing papers and class notes that works for you.

- ▶ Have a file to store material that might be useful after the class ends. This is especially important for major-related classes.

### Computer Files

Regularly back up and organize your computer files. Create a file for each term, and a file for each class within that term, on a cloud system like Google Drive or DropBox.