Organization

Be in control and on top of things

**Activities to help you organize your stuff and your life**

Organization

Why is it important to be organized?

When you're organized, you know what you need to do, and you have the things you need to do it. You're more on top of things, you have less stress, and your day runs smoother.

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

As you go through this booklet, think about how you can better organize the following:
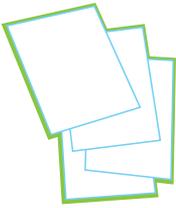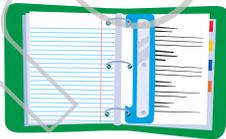
your papers   your time   your computer files   your backpack

your locker   your class notes   your stuff   your life

How are your organization skills?
Take the survey on the following page and find out.

Organization Survey

Read each question and check the boxes that <u>best</u> describe you.

	Almost Always	Some-times	Hardly Ever
1. I have what I need when I go to class (book, pencils, paper).	☐	☐	☐
2. I keep my papers (notes, homework, handouts) organized.	☐	☐	☐
3. I use a planner/agenda to keep track of my assignments.	☐	☐	☐
4. I create a study plan when I have a lot of homework.	☐	☐	☐
5. I get everything ready for the next day before I go to bed.	☐	☐	☐
6. I regularly back up and organize my computer files.	☐	☐	☐
7. I make To Do lists when I have a lot to do.	☐	☐	☐
8. I keep my backpack and locker neat and organized.	☐	☐	☐

Survey Results

Give yourself 2 points for each **Almost Always**, 1 point for each **Sometimes**, and 0 for each **Hardly Ever**.

Your Score _____

13 – 16 Points – You have good organization skills.

 9 – 12 Points – Your skills are OK, but they could be improved.

 0 – 8 Points – Your organization skills need a lot of improvement.

Use a planner

A planner is your most important organization tool. A planner will help you keep track of what you need to do, and help ensure that you get your assignments completed on time.

Use your planner to record the following:

- ▶ daily assignments
- ▶ tests and quizzes
- ▶ large assignments
- ▶ weekly goals
- ▶ social activities
- ▶ appointments
- ▶ important dates
- ▶ deadlines

Here is an example of how one student successfully uses his planner to stay organized.

Week of October 12

"Whatever is worth doing at all is worth doing well." Earl of Chesterfield

Subject	Monday, October 12
Math	✔ Study for quiz – Tues
Eng	✔ Read Story Due Tues
Art	✔ Do sketch Due Wed
	Early Dismissal
	Guitar Lesson 4:00

Subject	Tuesday, October 13
Sci.	✔ Read pages 75–80
Math	★ Math Quiz
English	✔ Read pages 5–10 Due Wed
Hist.	✔ Study for test – Thurs
	Soccer practice 4:00

Subject	Wednesday, October 14
Hist	✔ Study for test – Thurs
English	✔ Do research for paper
Math	Do prob on p 26 Due Th
	Soccer practice 4:00
	John's birthday

Subject	Thursday, October 15
Health	Watch video
Hist.	★ History Test
Math	Do prob on p 28 Due Fri
English	Do outline for paper
	Soccer game 7:00

What can you do to make better use of your planner?

_____

_____

_____

Have routines

Your Morning Routine - Having a good morning routine gets your day off to a good start. List the things that make up your regular weekday morning routine.

1. _____

2. _____

3. _____

4. _____

5. _____

Wake up time: **Time you leave for school:**

_____   _____

Your Nighttime Routine - Having a good nighttime routine is also important. Think about your nighttime routine.

Do you get everything ready for the next day before you go to bed? ☐ Yes ☐ No

To help you wind down, do you stop using electronics an hour before you go to bed? ☐ Yes ☐ No

Do you turn off your phone at night? ☐ Yes ☐ No

What time do you usually go to bed? _____ Does this allow you to get 8 hours of sleep a night? ☐ Yes ☐ No
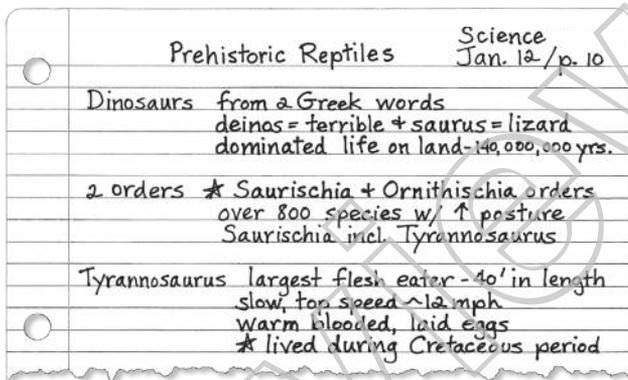
How can you improve your morning and nighttime routines?

_____

_____

Organize your notes

Since test questions usually come from material that's been presented in class, having organized notes to study will help you do well on tests.

When it's time to study for the test, this student will have neat, easy-to-understand notes to study from.

Check off the things you regularly do when you take class notes.

_____ I write down any information the teacher writes on the board.

_____ I underline, star, or highlight the most important information.

_____ I put key words in the left hand margins.

_____ I use symbols and abbreviations.

_____ I only write on one side of the paper.

What can you do to have better, more organized notes?

_____

_____

_____

Organize your week

To keep on top of the things you need to do (appointments, practices, social events, etc.), use a calendar that shows the week or month at a glance. Every Sunday night look over the upcoming week to get an overview of what you have going on, and to remind yourself of what you need to do that week.

Use the blocks below to write in the things you need to do this week.

Week of:

Monday	Tuesday	Wednesday	Thursday

Friday	Saturday	Sunday	Next Week

Improve your organization skills

Organize your papers.

Whether you use folders, notebooks, or binders, the important thing is that you have a system for organizing your papers—and that you have a specific place for each paper. Be sure to throw out any papers you don't need, and put those you want to keep in a home file.

What can you do to better organize your papers?

_____

_____

_____

Keep your stuff organized.

When your stuff is neat and organized, things are easier to find, you're less frustrated, and you're less likely to lose or misplace the things you need.

What can you do to better organize your stuff at school and at home?

_____

_____

_____

Keep on top of the things you need to do.

To keep on top of everything, regularly use a planner to record assignments, tests, etc., and use a wall calendar to record major events, project deadlines, and social events. When you have a lot to do, create To Do lists.

What can you do to keep your life more organized?

_____

_____

_____

"Don't agonize. Organize." Florynce Kennedy