

# Organization Tips

# Create To-Do Lists

**Academic success involves more than being in class and doing your homework. To be successful, you need to be organized.**

### Develop routines

Have a morning routine that gets your day off to a good start. Get up early enough to eat a good breakfast and not be rushed.

Before you go to bed, get everything ready for the next day. Put your backpack and anything else you will need in the same place each night. If there's something you need to remember to do in the morning, leave yourself a note.

### 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.

### Eliminate clutter

Throw out any papers you don't need, and put those you want to keep in a home file.

### Use a monthly wall calendar

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

### Keep phone numbers

Have a phone number for at least one person in each class. If you miss a class or have a question, you'll then have someone to call.

**Having 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 on your list to ensure that 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 the order of importance (1,2,3). Do the same with the Bs and Cs.

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

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

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

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

*Florynce Kennedy*



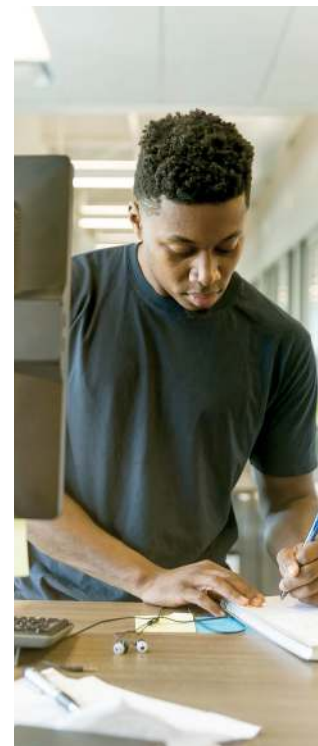
**WOODBURN PRESS**

**Habits for Success InfoGuide**

Getting Organized  
woodburnpress.com  
Copyrighted Material  
831-20

# Getting Organized

**Tips and strategies to organize your stuff and your life**





## Use a Planner

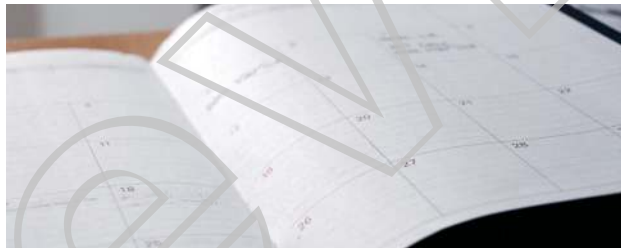
**Using a planner every day is a great way to stay organized. Use your planner to record the following information.**

### Important Dates

Record the beginning and ending dates of each term, exam dates, special events, and the days your school will be closed for holidays and vacations.

### Daily Assignments, Quizzes, and Tests

- ▶ Write each assignment under the date it's assigned. Also write in the date it's due.
- ▶ Check assignments off once they've been completed.
- ▶ Write in all quiz and test dates.



### 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

Be sure to 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



**Keeping your stuff organized will save you time and lots of aggravation.**

### Organize your study area

When you're organized you have the tools you need when you need them. Equip and organize your study area with paper, pencils, pens, calculator, paper clips, ruler, stapler, highlighters, etc.

### Keep your notes and handouts organized

Three-ring notebooks work well because you can easily insert handouts, and if you're absent, you can copy a classmate's notes and insert them where they belong. (If you keep a 3-hole punch in your notebook, you can put handouts in with your notes as soon as you get them.)

*Your notes and class handouts are your most valuable test prep resources. It is, therefore, very important that you create a system for keeping these organized.*

### Organize and save computer work

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

## Getting Organized

- ▶ Do you waste time looking for things?
- ▶ Do you often forget to bring what you need to class?
- ▶ Are there loose papers in your notebook?
- ▶ Do you finish assignments at the last minute?

***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.***