

Simple Tips for Staying Organized

- ❖ **Get tomorrow's outfit prepared the night before**
 - a. locate all items (socks, belt, shoes)
 - b. have ironing or any other type of preparation taken care of
- ❖ **Have a designated "pick-up" spot where you leave everything that you will need to take with you the next day**
 - a. Ex: beside the door, on kitchen table, etc.
- ❖ **Use a monthly planner and a daily to-do list**
 - a. schedule designated study times
- ❖ **Set alarm on cell phone to remind you of important events**
- ❖ **Wake up 5 minutes earlier, be early!**
- ❖ **Use a jump drive to back up all important documents, if you lose homework, you can quickly reprint assignment**
- ❖ **Take advantage of all syllabi you are given**
 - a. record all due dates and exam dates in syllabus in monthly planner
 - b. keep it with you and review it regularly
 - c. examine what will be discussed in upcoming classes
- ❖ **Bring textbook to class everyday**
 - a. can review for a few minutes before class
 - b. can highlight important material discussed in class
 - c. can knockout assigned readings during unexpected breaks throughout the day
- ❖ **Use Cornell Note-taking System**
 - a. divide paper into three sections: 1)Notes, 2)Questions, 3)Summary
 - b. learn more about this at UCAE
- ❖ **Label Top Right Corner of All of Your Notes**
 - a. Exam #: which exam are notes for? (Ex: E-1, E-2, etc.)
 - b. Page #: 1, 2, etc.
 - c. Course (Ex: Psy., Bio, etc.)
 - d. Date
- ❖ **Organize Notebooks**
 - a. Front Pocket: urgent materials, assignments to either do or turn in
 - b. Three Ring Section: course notes
 - c. Back Pocket: Assignments that have been given back to you and syllabus.
- ❖ **Set aside a designated hour at the same time every week to organize school materials**
 - a. put this time on your planner or calendar