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