

Good organization can help you get on track and stay there!

If you're organized, you don't waste time looking for paperwork or guessing when assignments are due.

While there are many ways to get organized, it's important to find a system that works for you.

Here are a few pointers to help you start getting it together!

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- Whether it's a paper planner, an electronic organizer or the calendar feature on your phone, you need one place to keep track of both personal and academic demands on your time.
 - Record assignment due dates, when tests will be given, **and** what chapters you are covering on a weekly basis so you don't have to keep checking the syllabus!
 - Decide exactly what you want to get done, and the order in which you are going to do it. For example: 1) Study vocabulary for English, 2) Read chapters 3 & 4 for History, 3) Complete 10 math problems.
 - Dividing your binder or notebook into sections for each class can help you keep track of handouts, notes, and any returned assignments.
 - Buy plastic pockets or look for a notebook that already has one so you don't have to worry about losing handouts; or you can get a portable hole punch that fits in your binder!
 - Keep your syllabus with the rest of your work from the class so you'll always know where to find it if you have questions.
 - Prioritize your work to make sure you plan out enough time to complete it!
 - Split up large tasks into smaller and more manageable ones. For example, a paper can be broken down into sections or you can divide math homework up into problem sets.
 - Follow the "worst first" guideline - Complete difficult assignments first while you're most alert and awake. Then move on to easier ones.
 - If you have material to memorize, work on that first and then review it again at the end of your study session to maximize your ability to retain the information.
 - Hang onto copies of any work you turn in, whether in hard-copy or electronically submitted until your final grades have posted!
 - Make sure to back up computer files often while you're working on assignments as well as those you've already turned in.
 - If there's a discrepancy between scores or your instructor didn't receive your work, you'll have a backup just in case!