Getting & Staying Organized 101

To organize is to develop a system: develop an organization system that works best for you!

What can I do to become ORGANIZED?
1. Set up your binder(s)
2. Keep track of your assignments and tests
3. Create a semester calendar to get the big picture

Organization and time management are the keys to success. Keep your binders organized by spending a few minutes at the end of each day/class to sort your work. Keep your daily planner updated as you go. The time spent organizing yourself will pay off in the long run!!

Create your own master binder/separate binders for each subject:

To get your binder(s) organized, you will require the following:
- 3-ring binders (one large binder for all subjects, or one binder per subject)
- Dividers
- 3-hole punched, lined paper/white paper
- 3-hole punch

How to Organize Your Binder:
- Use a different color (binder) for each subject.
- Label the front and/or spine of your binder with the course + course code.
- Place the dividers into each binder and label them in order. See the example below (You may need to modify your labels according to the requirements of your class):

Section 1: Course Outline, Course Appendix, Faculty Contact Information, Mark Record Sheet

Section 2: Lecture Notes (in chronological order), Blackboard Notes, Handouts,

Section 3: Assignments, Work in Progress (assignments, journals, etc.)

Section 4: Returned Tests and Papers

Keep track of your assignments and tests

Use a daily/weekly Planner:
- Get into the habit of writing things down - this is an effective time management strategy
- Don't rely on your memory - this can get you into trouble with the potential for missed deadlines and forgotten appointments
- Take your planner with you everywhere you go: class, study groups, labs, library, home
- Write everything down: appointments, classes, tests, assignments, parties
- At the end of each day, check what's ahead for tomorrow

Create a semester calendar

Why use a schedule?
- A schedule helps you to see the "BIG PICTURE" and plan accordingly
- Easily glance at your class tasks and the time between them
- You are more likely to complete tasks when you have scheduled time for them.
- You will avoid the need for cramming if you study on a regular basis.
- Large projects will seem more manageable and less stressful if you break them into smaller parts.

How?
- Record all assignments, tests and exams on a monthly calendar (use course outlines to help you complete this task).
- Use your agenda, which lists important dates and holidays, to record this information on your calendar.
- Record other time commitments (work, day trips, etc.) on your calendar.
- Transfer new assignments and tests from your agenda onto your semester calendar as they arise.
- Post the calendar where you study--you can see deadlines well in advance and plan accordingly.

Now that you have developed a system to keep yourself organized, the hard part is to follow it.

Research shows that it takes 21 days to break a habit and establish a new one. If you start today on this tip you will be much more organized before the end of the month…