

# Tips for Developing Organization Skills



## TIME

### Create Checklists

Using a "To-Do" list when you have a number of tasks can help you designate which tasks you need to do are most important. Write down anything that needs to be done that day, then assign a letter A, B, or C to it. "A" tasks are most important and time-sensitive. "B" tasks are important, but not time-sensitive. "C" tasks are regular tasks that can easily be done at another time. This will help you realize what needs to be done first so you don't end up rushing against deadlines.

### Create a Household Schedule

Try to establish and stick to a regular daily routine. This will help you fall into a pattern when at home. Try to allot specific times to "fun" type tasks like playing on the computer or watching television so that you don't run over and lose track of time with those when you have something important to do.

### Keep a Master Calendar

A large wall-sized calendar or even an events calendar on your phone or email can help. This keeps track of family commitments, extracurricular activities, days off from school, exams/due dates, and other major events. This helps you and your family recognize when you have something important to do.

### Get Ready Ahead of Time

You can stop yourself from being late in the morning if you pack your schoolwork and books in your bag and prepare your outfit for the next day before you go to sleep. It will eliminate some stress of the day and you won't be rushing out the door as often.



## MATERIALS

### Organize Your Homework

Before beginning a homework section, number the assignments in the order that you need to do them. You usually want to start with assignments that are due soonest or aren't too long. For the longest and hardest assignments, it's recommended that you break it into sections to do different parts each day before the deadline. This will prevent you from getting burnt out on the project as well as save you from the last minute procrastination panic.

### Organize Your Notebooks

Keep track of your papers by organizing them in a binder or notebook. The purpose of a notebook is to help keep track of and remember the material for each day's classes and to organize the material later to prepare for tests and quizzes. It also helps make sure that your notes and assignments to do not get crumpled or ruined between your home and school. Use dividers to separate class notes or color-code your notebooks. Having separate "To Do" and "Done" folders helps organize worksheets as well as provide a central place to store completed assignments.

### Keep Track of Supplies

Keep track of what supplies and materials you need for your current and upcoming study sessions. Make sure that you have the materials you need before you begin the session. Nothing interrupts the learning process like realizing you don't have what you need and needing to go to the store instead of getting a solid thought flow. It is also recommended that you have a designated storage space for your materials so you always know where they are.



## ATMOSPHERE

### Stick to a Study Spot

Try to study in the same place every time. This place doesn't have to be your bedroom or a library, but it should be some place that is quiet and does not have a lot of distractions. Libraries, coffee shops, college centers, study rooms, or a peaceful spot in the park are all good ideas.

### Designate a Study Time

Everyone has their own time of day when they are most alert and functional. Whether it's early morning or late at night, any time is acceptable as long as you know what your peak hours are. These peak hours are the best times for studying and doing homework. (It's also a good time to take difficult classes if they are available.) Even if you do not have specifically assigned homework, the reserved time should be used to review the day's notes, read ahead in the chapter, or work on an upcoming project. This consistency will help your brain prepare for the tasks at hand.

### Clean Up Weekly

Conducting a weekly clean-up is an important step in keeping organized. You should go through and sort your book bags and notebooks on a weekly basis. Old tests and papers should be organized and kept in a separate file at home. By keeping it under control, it will reduce stress and provide less distraction. The decreased amount of clutter will also make sure you can always find the materials that you need at the drop of a hat, increasing the efficiency of any study session tenfold.