

ORGANIZATION STUDENT STRATEGIES

Get a planner/calendar and use it. It will give you a place to keep track of activities, appointments, assignments, tasks, and due dates. Whether you decide to use a paper planner or a digital one, be sure to select one that you like carrying and will use every day. When using your planner, remember to do the following:

- Put *everything* in your planner (for example, class schedules, time for working on assignments, study time, job schedules, family obligations, chores, extracurricular responsibilities, athletics, social activities, exercise). Keep your planner updated.
- Check your planner throughout the day to stay on track. For example, in the morning, check your planner to see what your schedule is for the day. Every night, review what you did that day and look ahead at tomorrow's schedule and to-do's.
- If you are looking for general help with planning and organization, ask your advisor about the resources available on campus.

Syllabi that your professors give you will help you stay on track. Here are some tips for incorporating syllabi information into your planner:

- Note the due dates of assignments, quizzes, and tests and mark them in your planner.
- Mark your planner/calendar with the dates you need to start working on assignments and studying for quizzes/tests. Make a list of all the tasks that make up a bigger task. Next, figure out how much time you'll need for each task. Finally, put each task in a planner/calendar on the date it needs to be started.
- Think about past experiences when planning for an assignment. Do not forget to include time for gathering materials, traveling, or whatever else you do to prepare.
- Update your planner/calendar whenever a change is made to syllabi.
- Speak with your professor if you have specific questions about assignments and tasks.

Try these helpful scheduling practices:

- Make a to-do list and schedule blocks of time for the major things you need to do each day (for example, 9:00–11:30 a.m.: study for math quiz; 12:30–1:00 p.m.: meet with college counselor; 1:30–3:00 p.m.: do laundry & read English chapter 4).
- Cross off each task as it is finished (this will feel great).
- Revise your schedule if more time is needed for a task.