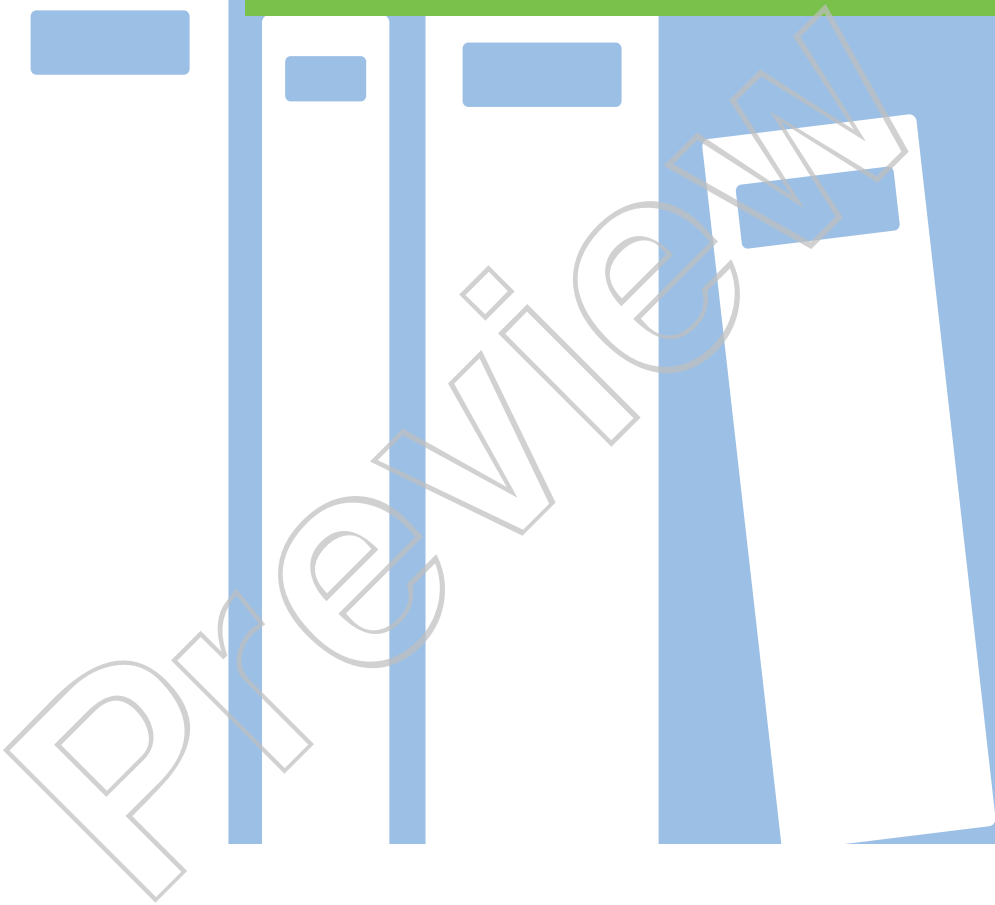


Organization

Be in control and on top
of things



**Activities to help you organize
your stuff and your life**

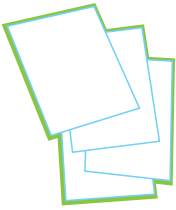
Organization

Why is it important to be organized?

When you're organized, you know what you need to do, and you have the things you need to do it. You're more on top of things, you have less stress, and your day runs more smoothly.

Being organized not only makes you a better student, it will help you succeed in your career, and in life.

Think about the following areas of your life and circle the areas that need to be better organized.



your papers



your time



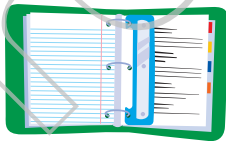
your computer files



your backpack



your locker



your class notes



your stuff

	Wed
A	1 Study for French test 2 Do math assignment 3 Get Tim's birthday gift
B	1 Do outline for paper 2 Call Jenny
C	1 Do laundry 2 Work on lab report 3 Get haircut

your life

Take the survey on the following page to find out how organized you are.

Organization Survey

Read each question and check the boxes that best describe you.

	Almost Always	Some-times	Hardly Ever
1. I have what I need when I go to class (book, pencils, paper).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I keep my papers (notes, homework, handouts) organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I use a planner/agenda to keep track of my assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I create a study plan when I have a lot of homework.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I get everything ready for the next day before I go to bed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I regularly back up and organize my computer files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I make to-do lists when I have a lot to do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I keep my backpack and locker neat and organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Survey Results

Give yourself 2 points for each **Almost Always**, 1 point for each **Sometimes**, and 0 for each **Hardly Ever**.

Your Score _____

13-16 Points - You have good organization skills.

9-12 Points - Your skills are OK, but they could be improved.

0-8 Points - Your organization skills need a lot of improvement.

Use a planner

A planner is your most important organization tool. A planner will help you keep track of what you need to do, and help ensure that you get your assignments completed on time.

Use your planner to record the following:

- ▶ daily assignments
- ▶ tests and quizzes
- ▶ large assignments
- ▶ weekly goals
- ▶ social activities
- ▶ appointments
- ▶ important dates
- ▶ deadlines

Here is an example of how one student successfully uses his planner to stay organized.

Week of October 12

"Whatever is worth doing at all is worth doing well." Earl of Chesterfield

Subject	Monday, October 12	Subject	Tuesday, October 13
Math	✓ Study for quiz - Tues	Sci.	✓ Read pages 75-80
Eng	✓ Read Story Due Tues	Math	★ Math Quiz
Art	✓ Do sketch Due Wed	English	✓ Read pages 5-10 Due Wed
	Early Dismissal	Hist.	✓ Study for test - Thurs
	Guitar Lesson 4:00		Soccer practice 4:00
Subject	Wednesday, October 14	Subject	Thursday, October 15
Hist.	✓ Study for test - Thurs	Health	Watch video
English	✓ Do research for paper	Hist.	★ History Test
Math	Do prob on p 26 Due Th	Math	Do prob on p 28 Due Fri
	Soccer practice 4:00	English	Do outline for paper
	John's birthday		Soccer game 7:00

What can you do to make better use of your planner?

Have routines

Your morning routine – Having a good morning routine gets your day off to a good start. List the things that make up your regular weekday morning routine.

1. _____
2. _____
3. _____
4. _____
5. _____

Wake-up time:

Time you leave for school:

Your nighttime routine – Having a good nighttime routine is also important. Think about your nighttime routine.

Do you get everything ready for the next day before you go to bed? Yes No

To help you wind down, do you stop using electronics an hour before you go to bed? Yes No

Do you turn off your phone at night? Yes No

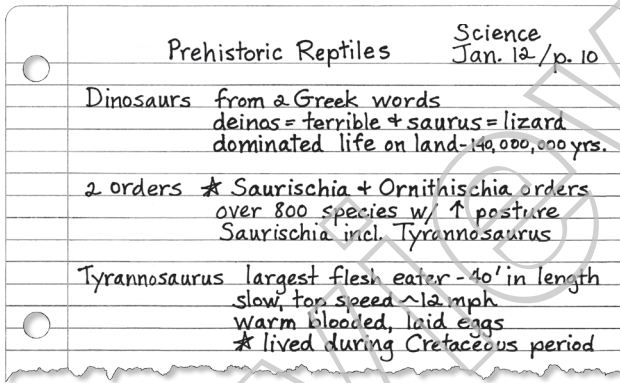
What time do you usually go to bed? _____ Does this allow you to get eight hours of sleep a night? Yes No

How can you improve your morning and nighttime routines?

Organize your notes

Since test questions usually come from material that's been presented in class, having organized notes to study will help you do well on tests.

When it's time to study for the test, this student will have neat, easy-to-understand notes to study from.



Check off the things you regularly do when you take class notes.

- I write down any information the teacher writes on the board.
- I underline, star, or highlight the most important information.
- I put key words in the left hand margins.
- I use symbols and abbreviations.
- I only write on one side of the paper.

What can you do to have better, more organized notes?

Organize your week

To keep on top of the things you need to do (appointments, practices, social events), use a calendar that shows the week or month at a glance. Every Sunday night look over the upcoming week to get an overview of what you have going on, and to remind yourself of what you need to do that week.

Use the blocks below to write in the things you need to do this week.

Week of: _____

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	Next Week

Improve your organization skills

Organize your papers.

Whether you use folders, notebooks, or binders, the important thing is that you have a system for organizing your papers—and that you have a specific place for each paper.

What can you do to better organize your papers?

Keep your stuff organized.

When your stuff is organized, things are easier to find, you're less frustrated, and you're less likely to lose or misplace the things you need.

What can you do to better organize your stuff at school and at home?

Keep on top of the things you need to do.

To keep on top of everything, regularly use a planner to record tests and assignments, and use a wall or phone calendar to record major events, project deadlines, and social events. When you have a lot to do, create to-do lists.

What can you do to keep your life more organized?

“Don't agonize. Organize.” Florynce Kennedy