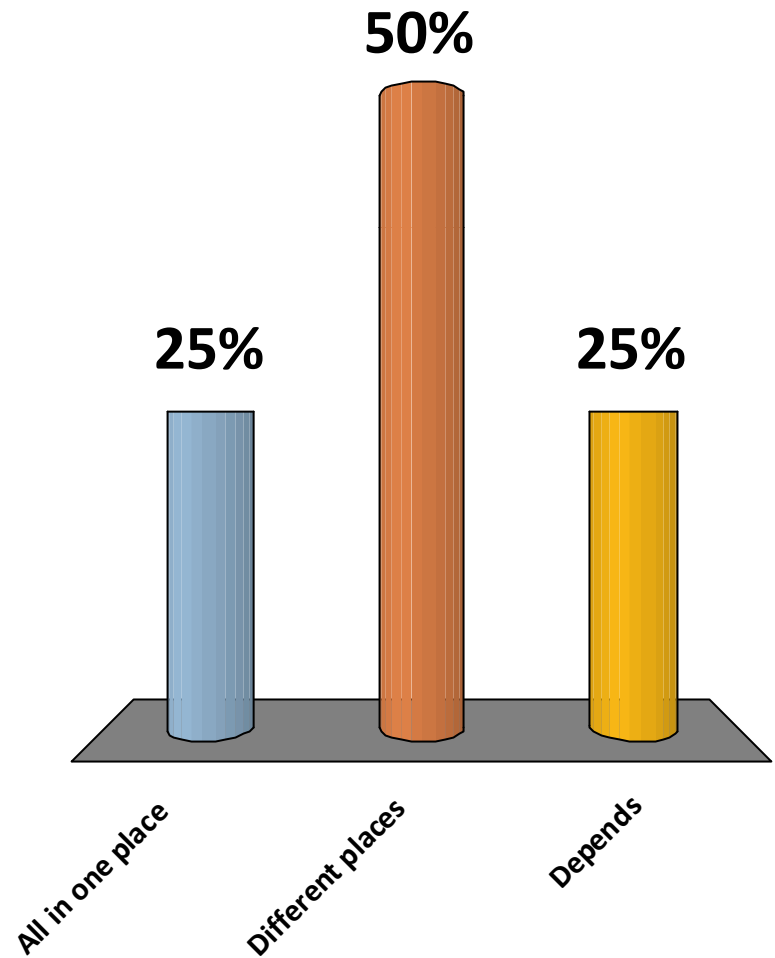


STUDY SKILLS WORKSHOPS: HOW TO GET ORGANIZED

Offered by the Center for Teaching and Learning

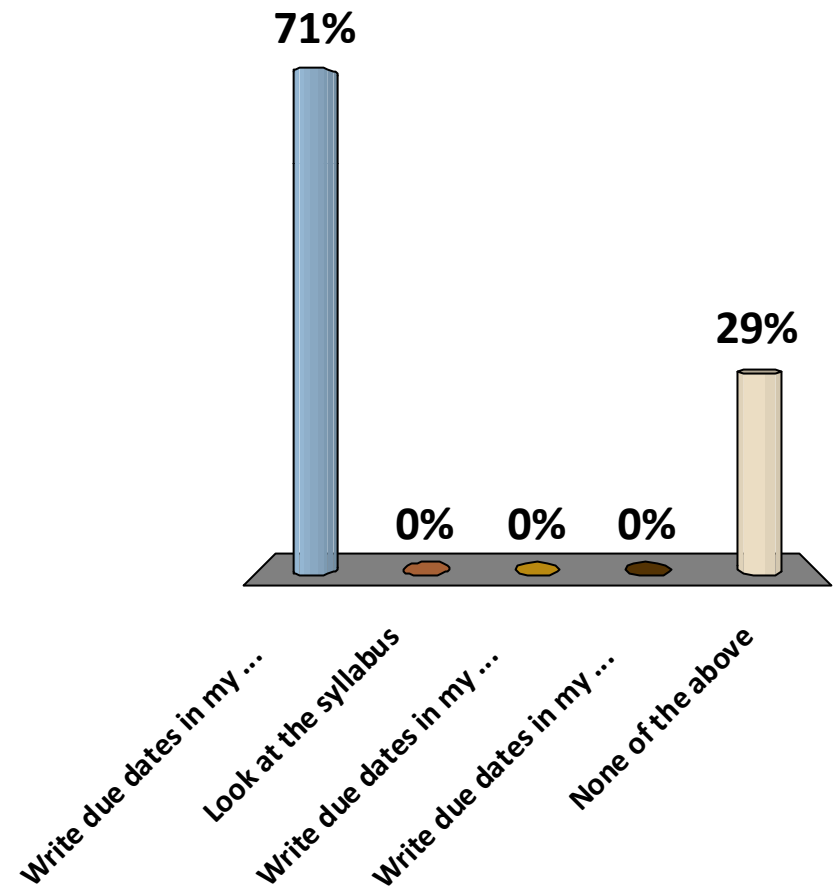
Where do you keep your materials for your classes?

- A. All in one place
- B. Different places
- C. Depends



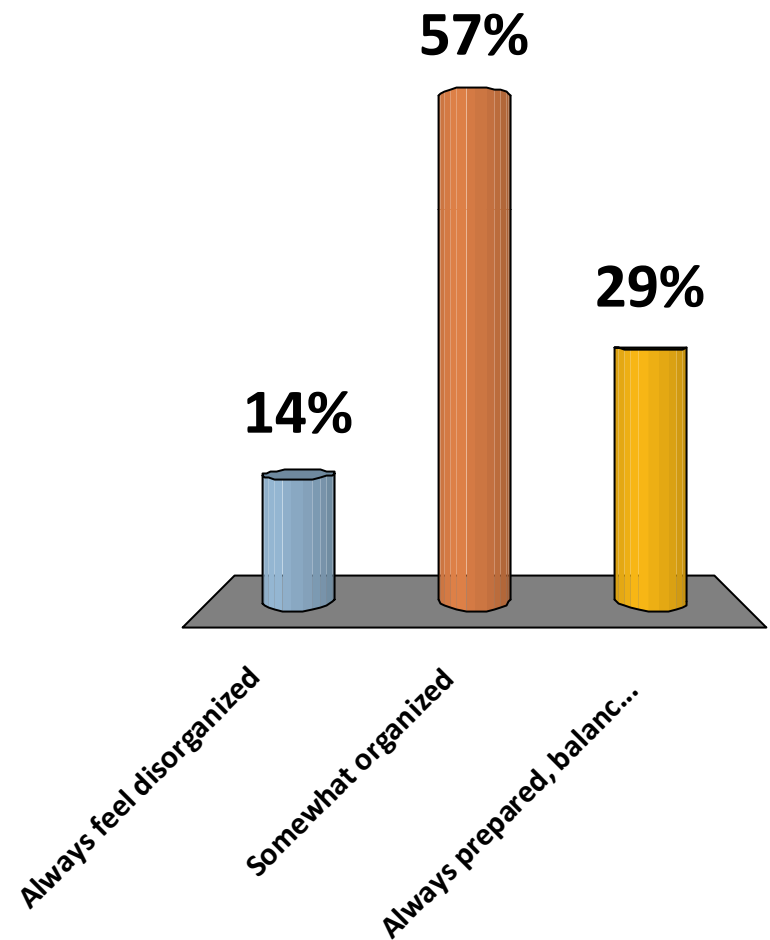
How do you remind yourself when assignments are due?

- A. Write due dates in my day planner
- B. Look at the syllabus
- C. Write due dates in my Outlook calendar
- D. Write due dates in my phone
- E. None of the above



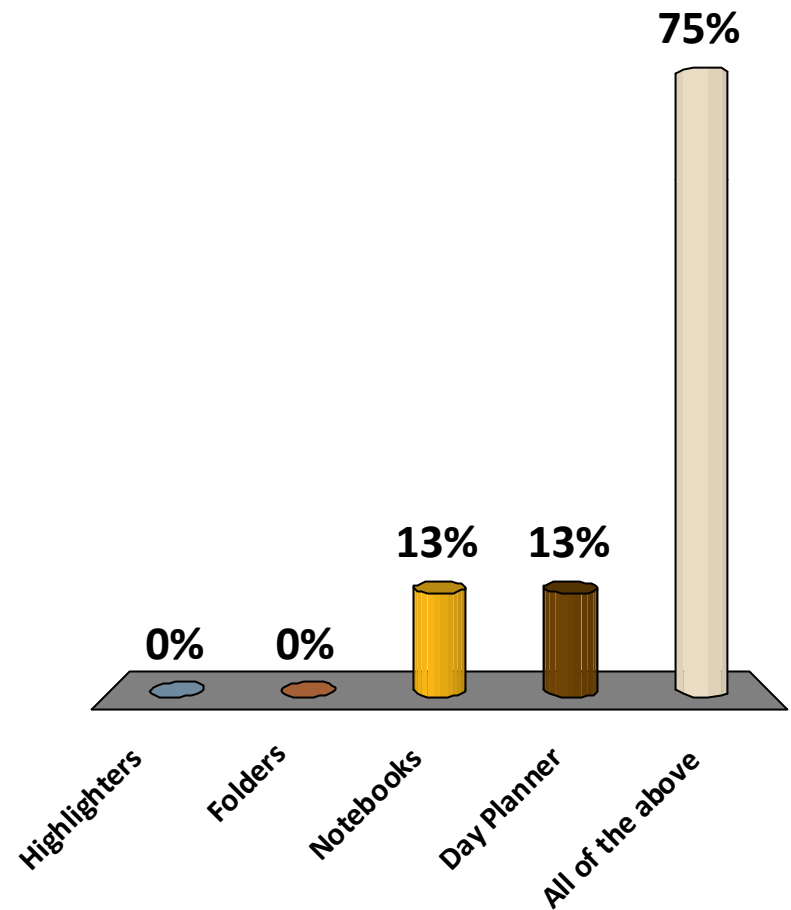
How would you describe your organizational skills?

- A. Always feel disorganized
- B. Somewhat organized
- C. Always prepared, balanced, and organized



Which item helps you to get organized?

- A. Highlighters
- B. Folders
- C. Notebooks
- D. Day Planner
- E. All of the above



Why Should You Get Organized?



- Helps you find your assignments and due dates
- Let's you feel like you are more prepared for your classes
- Shows your professor that his/her class is a priority to you
- Better chances of success!

Where to Start?



- ❑ Organize your mind
- ❑ Organize your class materials
- ❑ Organize your schedule
- ❑ Organize your tasks and “to do” lists

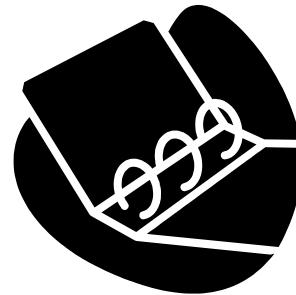
Organize Your Mind



- Plan for your day
 - ▣ Either wake up early enough to plan your day
 - ▣ Or plan for the next day before you go to sleep
- Don't focus on too many tasks at one time
- De-stress your mind when you begin to feel over-loaded

Organize Your Class Materials

- Use folders to separate handouts for each class
- Use notebooks or binders to file notes
- Use binder dividers if you keep your notes for all of your classes in the same binder
- Keep your class materials in the same place (desk, bag, shelf in your room)



Organize Your Schedule



- Let's first look at last week's schedule
 - ▣ List all class times
 - ▣ List all study times
 - ▣ List all recreational times
 - ▣ List sleeping times
 - ▣ List all eating times
 - ▣ Add any other activities
- Now, analyze last week's schedule
- Create a new schedule to include only your top priorities

Organize Your Tasks and “To Do” Lists



- ▣ Make 4 lists

- ▣ List #1: What do you need to get done today?

- ▣ List #2: What do you need to get done this week?

- ▣ List #3: What do you need to get done this month?

- ▣ List #4: What do you need to get done this year?

- ▣ Separate tasks into categories (personal, school-related, job-related, etc.)

- ▣ Organize the tasks in each category in order of when each task should be completed

Summary: 4 Key Organizational Tips



1. Prepare your mind for what you need to get done
2. Separate your class materials into folders, notebooks, and binders
3. Create a schedule that focuses on your top priorities
4. Start making “to do” lists for short term and long term tasks