

Getting Organized for the Quarter

Setting up your Time Management System

SET UP YOUR SYSTEM

Organize your desk or work space

- Designate places to keep textbooks, folders and notebooks.
- Obtain materials and supplies, such as pens, pencils, sharpener, stapler, paper clips, blank paper, calculator, and find a place to keep them within easy access.

Set up a system for keeping schoolwork organized and stick to it

- Use a color coded system with a different color folder for each subject.
- Purchase matching color highlighters and create a master of your weekly schedule, color coded to match your folders.
- Use a calendar to plot out all your long-term deadlines for the quarter. For example, include each test, quiz, project, paper or homework you will receive a grade on. Color-code each class.
- Use a planner to record assignments.
- Organize your folders by placing assignments on one side, handouts on the other. Date and keep everything in chronological order. Put due dates on handouts.
- Use a to-do list. Prioritize assignments and check them off your list as you complete them.
- Pack your backpack the night before and have it ready by the door the night before.

MAINTAIN THESE SYSTEMS

- Taken 5-10 minutes each day to maintain these systems
- Straighten out your backpack and study area.
- File all handouts in the correct color folder.
- Record new deadlines or any changes in your schedule.
- Make a new to-do list.



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