

Getting Organized for the Semester

Academic Success Center

1 Use a planner to record assignments. Use a to-do list to prioritize assignments and check them off your list as you complete them.

2 Pack your backpack the night before and have it ready to go for the morning with all of the supplies you will need for the day.

3 Obtain materials and supplies and find a place to keep them within easy access. Remove unnecessary distractions.

Monday	Tuesday	Wednesday	Thursday	Friday
Calculus		Calculus		Calculus
Computer Science	History	Computer Science	History	Computer Science
Work	History	Work	History	Work
Work		Work		Work
Work		Work		Work
Homework		Homework		Homework
Homework	Homework	Homework	Lab	Homework
	Homework		Lab	Homework
	Homework		Lab	
Meeting	Homework			
Meeting				

4 Designate places to keep textbooks, folders, and notebooks. Use a color-coded system with a different color for each subject.

5 Make a master schedule of your week. Color-code with highlighters to match your folders and class.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3 Freeze Fest
4	5 Calc Exam	6	7	8	9	10
11	12	13	14	15	16 Essay Due	17
18	19	20 Quiz 2	21	22	23	24
25	26 Exam	27	28	29	30 Project Due	31

6 Use a calendar to plot out long-term deadlines for the semester. Include quizzes, projects, papers, and homework. Color-code each class.



Take 5-10 minutes each day to maintain your systems!

- File all handouts
- Make a new to-do list
- Straighten out your study area and backpack
- Record new deadlines or changes in your schedule

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