**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.

**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.

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

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**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