GETTING ORGANIZED FOR THE SEMESTER

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

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

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

Make a master schedule of your week. Color-code with highlighters to match your folders and 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 any changes in your schedule

To do:
- ✓ Calculus problems 8-15
- ✓ History Essay - develop thesis
- ✓ Update weekly schedule

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.

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