GETTING ORGANIZED FOR THE SEMESTER

To do:

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

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

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

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

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

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.

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

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