

Getting Organized for the Semester

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

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| 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 | | | |

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

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

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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| 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 |

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



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

