

GETTING ORGANIZED 101

1

ORGANIZE AROUND EACH CLASS

Create a separate folder for each class for syllabus, notes, handouts, returned tests, etc.

3

USE A PLANNER / CALENDAR

Enter all info to end of term:

- Syllabi: Test dates Due dates
- Weekly schedule info
- Appointments
- Social events
- Other

4

MAKE A DAILY TO-DO LIST / PLAN

Make a list every night before bed, sequence it, and take it with you when you leave the next morning

2

SET-UP A WEEKLY SCHEDULE

Include the following:

- Classes
- Study time:
16 hrs. for 3 classes
20 hrs. for 4 classes
- Tutoring
- Clubs/organizations
- Wake-up time
- Bedtime
- Job
- Meals
- Exercise
- Self-care

5

PLAN AHEAD FOR PROJECTS/PAPERS/TESTS

Use a calendar to plan backwards from the due date, including time for:

- Brainstorming
- Research
- Writing a draft
- Editing/proofreading
- Use the Writing Center, tutoring, etc
- Reading
- Homework problems
- Study guides
- Practices tests
- Review sessions

7 CARDINAL RULES OF COLLEGE STUDENT LIFE

1

I will make everything that contributes to my goal of getting a DU degree a priority in my life.

2

I will keep everything that pertains to each of my classes in one place.

3

I will treat college life like a job by structuring a College Workweek for myself.

4

I will learn to use a planner/calendar so that all the information I need to run my life is in one place.

5

I will begin every day with a list and a plan because a day without a plan is usually unproductive.

6

I will learn to plan forward and will not wait until the last minute to start large projects or study for tests.

7

I will learn to balance my life between work and play so that I have time for both. I will also take care of myself both mentally and physically.