

ORGANIZATION GUIDE

Maintaining an organized space and materials can lead to a more efficient use of your time and a general sense of order. As humans, we like predictability. Knowing where to find items that are important to your school work, employment, and general day-to-day living can be reassuring as well as contribute to your success as a student.

Below are two activities that can help jump start your goal of becoming better organized.

1. Organize a Small Living Space (i.e. drawer, desk, closet).

A: Purge—One secret for organizing almost any space is to have fewer things lying around. Purging can be an ongoing practice.

- ✓ Donate, recycle, or trash it.
- ✓ Keep only what you love, need, or use.

B: Plan—The aim of organizing anything is to feel more at peace and in control. As you plan how to organize your space, ask two questions: What activities do I perform most often? What materials or machines do I use most? With the answers in mind, you'll soon come up with a blueprint for arranging things. To make your plan even more powerful, write it down.

A key part of your plan is managing paper. See if you can organize files in a way that allows you to find any document you need in 30 seconds. To do so, set up separate files for important papers. Ex: birth certificates, rental agreements, insurance policies, income tax information, and owner's manuals for stereos, cars, and appliances. All you need is a cabinet or desk drawer and some manila envelopes or folders.

C: Place—Now you have a cleaner space to work with, and fewer things around. Place things where you use them. Many people start with this step and that can lead to problems. You can spend hours organizing a stack of books only to decide later that you don't need any of them.

Once you have finished, evaluate. How committed are you to keeping this space organized? (circle)

1 2 3 4 5 6 7 8 9 10

2. Organize Your Binder: You will need a 3 ring binder, dividers and labels, 3-hole punch. Having an organized binder makes it easier to complete and submit your work on time, review and test preparation is easier as well!



COUNSELING AND ADVISING

- A. Create separate sections for each course you are enrolled in for the quarter. Within each course, create separate sections for your syllabus, notes, assignments/homework, and tests.
- B. Whenever you receive or create paper in class, or if you print materials from an online course, hole punch it and place it in the corresponding sections of your 3 ring binder.

Tips to Remember:

- ✓ Neatness: Writing should be legible; papers should be clean and smooth.
- ✓ Maintenance: Keep your materials up to date and in date order.

Once you have finished, evaluate. How committed are you to keeping your binder organized? (circle)

1 2 3 4 5 6 7 8 9 10

There are several ideas that can help you stay organized. Practice some different activities and see what works best for you. Some people find that utilizing “to-do” lists helps them prioritize their day, these can be paper or digital lists. Another idea is to spend a few minutes each night laying out your clothes, your keys, wallet/purse, your lunch, and organizing your backpack. This practice can make a big difference in the morning!