

STUDENT ORGANIZATION

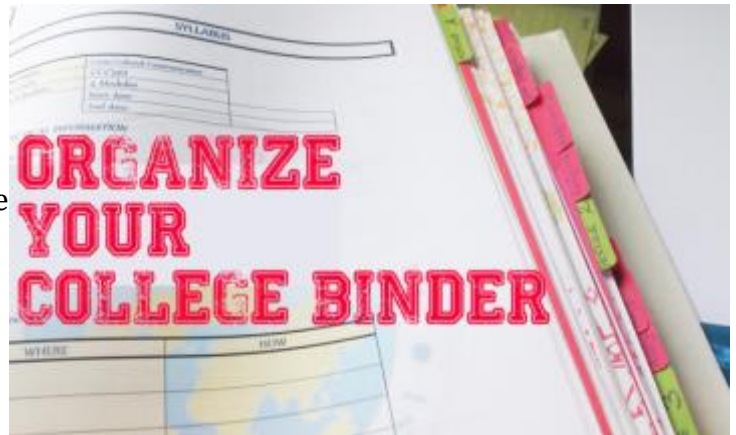
Organizing Your Time 101



- Start organizing your agenda or calendar hour by hour.
- Block off all hours when you are in class or have commitments.
- Record all school-related commitments on a separate document for each subject.
- Begin to block off time when you will complete each tasks.
- Input some downtime for breaks and rest.
- Stick to your schedule as much as possible, adjusting when required.

Organizing Your Binders 101

- Designate one binder for each course.
- Label each tab accordingly.
- Put dividers into your binders.
- Decide what each section will be based on the course you are organizing.
- Date each document received and place them in the appropriate section of the binder.
- Keep binders in a set place and label each spine.



Organizing Your Assignments 101

- When an assignment is given out in class, read the instructions carefully.
- Ask the professor for any clarification.
- Break the task down into chunks.
- Work on the assignment before the due date.
- Plan out when you will tackle each part of the assignment.
- Give yourself more time in completing the assignment.
- When you have completed the assignment, proofread and edit to your satisfaction.
- Ask the professor or TA if they can check your assignment and provide feedback before the due date.