

Student Organization

Organizing Your Time 101



Schedule activities in your agenda or calendar, hour by hour. Block off when you are in class or have commitments. Record all school-related tasks on a separate document for each subject. Schedule time to complete each task. Input downtime for breaks and unexpected occurrences. Stick to your schedule as much as possible, though allow for adjustment and flexibility when required.

Organizing Your Binders 101

Designate one binder for each course.
Put dividers into your binders.
Label each tab accordingly, based on the course.
Date each document received and place it 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 smaller chunks.
Plan out when you will tackle each part of the assignment.
Give yourself more time in completing the assignment than you think it will take.
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.



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How to Organize Your Binder On Demand Workshop

