

Organization and Time Management Tips

1. DESIGNATE HW AND STUDY TIME

- Decide what blocks of time you have available each day to complete hw
- Include "maintenance time"
 - Regular time each week to clean out backpack, folders, notebooks, binders, etc.
 - Sort & file loose or misplaced papers
 - Don't discard - save papers for midterms, finals, unit tests
- Each night take time to prepare for next day
 - Put school work, books, materials in book bag
 - Keep book bag in SAME SPOT EVERY NIGHT (e.g., by door)

2. WORKSPACE

- Find quiet & distraction-free space to complete hw
- Should be same place each night
- Have all supplies stocked, close by, and easy to get
- You should have ample space to spread out and work

3. SCHOOL SUPPLIES

- Distinguish different subjects by color-coding binders/folders (e.g., blue for math, red for science)
- You may choose to use 2 separate folders : "To Do" & "Done"
- Binders help to organize loose papers and hand-outs

4. PLANNING

- Identify what needs to be done and when you plan to do it
- Use agenda book and/or to-do lists
 - Develop a manageable list in order of importance

5. PRIORITIZING

- Rank assignments in order of priority
- Divide assignments into different groups according to level of importance (e.g., Urgent, Important, Less Important)
- Estimate how long each assignment will take & be sure you have enough time to complete your work

6. SCHEDULING

- Transfer the To-Do List to a calendar or electronic scheduler
- Include school assignments, extracurricular activities, chores, community or religious events, activities with friends
 - Gives you an overview of your commitments and available times for hw
 - helps identify scheduling conflicts
 - If you are over-scheduled with too little available time for hw, then you should re-examine your commitments & activities
- Check off the assignment once it is completed - gives a sense of accomplishment
- Look ahead to upcoming week & month (use a monthly At-A-Glance Calendar)
 - Helps to keep track of long-term assignments & commitments

7. FOLLOW THE PLAN

- Use timer or clock to keep you on track
- Have your agenda book or to-do list visible and close by to refer to
- Work during your peak energy time
- Start with assignment that's not too long or difficult → feel sense of accomplishment and prevents frustration
- Ask for help if you run into difficulty
- Skip difficult item so you don't get sidetracked. Come back to it when you are done and can spend more time on it

REMEMBER...

- Keep it basic → don't make your organizational plan too complex or elaborate
- Try different organizational methods until you find what works best for you
- New habits and routines take time to learn, so be patient and give it time to work
- Although you may have many other commitments and activities in your life, homework should be a priority, so make time in your day to do it!!