

How to Stay Organized this School Year

Organization is vital to a productive and successful lifestyle because it eliminates clutter, cuts out wasted time, and lowers stress levels. While we have probably described someone as “organized” at some point in our life, let’s break down what exactly it means.

Organize (verb):

- 1. To arrange into a structured whole; order*
- 2. To make arrangements or preparations for an event or activity; coordinate*

It is also possible that people can be organized in some aspects of their life and not others. For example, someone could be very organized when it comes to school, but their home could be unorganized and causing them stress. However, it is our goal to be able to use different skills and techniques to organize as many aspects of our life as possible.

Area of Organization: School

When it comes to school, I believe I am:

| | | | | |
|--------------|---|-----------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Disorganized | | Organized | | Very Organized |

To become more organized in school I can complete the following:

- Organize your Time
 - Make a semester outlook
 - Make a weekly outlook
 - Make daily To-Do-Lists
 - Set a study schedule
 - Create Routines
 - Set reminder alerts on phones/computers

2. Organize your Assignments
 - Make a Master Syllabus
 - Write Assignments in Planner
 - Have different folders/binders/files for different classes
3. Prioritize Tasks/Assignments
 - Use Time Management Matrix
 - Complete urgent and important tasks first
4. Declutter
 - Declutter desk for a distraction free study environment
 - Recycle any old papers such as scrap paper that won't be needed in the future and are taking up space in your folders/binders/files
 - Clean out backpack

Area of Organization: Home Life

When it comes to my home/dorm, I believe I am:

| | | | | |
|--------------|---|-----------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Disorganized | | Organized | | Very Organized |

To become more organized at home, I can complete the following:

1. Clean
 - Regularly “tidy up”
 - Make a cleaning schedule
2. Declutter
 - Donate items you no longer need on an annual or seasonal basis
3. Give everything a home
 - Organize items in your house so their location makes sense
 - Ex. Putting pots and pans near the stove
 - Ex. Organizing your closet so all the jackets are together, all the sweaters are together, dresses, shirts, etc.

4. Scan important Documents into computer
 - I.e. taxes, paystubs, etc.

Area of Organization: Technology

When it comes to technology, I believe I am:

| | | | | |
|--------------|---|-----------|---|----------------|
| 1 | 2 | 3 | 4 | 5 |
| Disorganized | | Organized | | Very Organized |

To become more organized with my technology, I can complete the following:

1. Declutter computer desktops/phone home screens
 - Trash old documents, pictures, etc. that serve no use
 - Combine documents into appropriately labeled files to clear up space
2. Create files to organize documents
3. Keep list of passwords for online accounts in a safe space
4. Keep email inbox organized
 - Turn phone alerts on for when you get a new email
 - Create folders within email to sort emails
 - Regularly delete read emails you no longer need

By getting rid of things that no longer serve us, and organizing the things that do, we cut out wasted time we would have spent sorting through cluttered, messy drawers, binders, computers, etc. looking for the things we need.

Attached are resources that you can use to help obtain organization in the areas discussed above.

TIME MATRIX

To Do (24-48 Hours)

- | | |
|----|-----|
| 1. | 9. |
| 2. | 10. |
| 3. | 11. |
| 4. | 12. |
| 5. | 13. |
| 6. | 14. |
| 7. | 15. |
| 8. | 16. |

Major Tasks (2-3 Weeks)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Urgent

Not Urgent

Important

Not Important

| | |
|--|--|
| | |
| | |

