Five Tips for Getting Organized

1. Keep a calendar
   Set one alarm to check your calendar in the morning and another to update it each evening.

2. Make a "launchpad"
   Put everything you need for the day in one spot the night before.

3. Be visual
   Write lists on a dry erase board.

4. Utilize reminders
   Utilize notes and set alarms to remind you of important tasks and to return to coursework after a break.

5. Put labels on everything
   Put things in the same place and utilize clear organizers so you can see everything in every container.

Start your day on time.

Put labels on everything.