

Five Tips for Getting Organized



Start your day on time

1

Keep a calendar

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

Make a "launchpad"



2



Put everything you need for the day in one spot the night before



3

Be visual

Write lists on a dry erase board



Utilize reminders



4

Put labels on everything

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



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



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