

Get Organized!



Being organized can help make learning easier both at home and in school. Here are a few tips to get started and keep your life simplified!

Prepare the night before!

Getting everything ready the night before will help you not feel so rushed in the morning.

- Check your planner to make sure all assignments have been completed for the next day.
- Pack up your backpack after all assignments have been completed so you don't risk leaving something at home.
- Organize your backpack so you don't have any loose papers or items you don't need.

Keep a planner!

Keeping a planner is the easiest way to keep track of assignments and deadlines. With a planner, you will never forget a thing!

- Take your planner EVERYWHERE. You never know when you might need it.
- Write down daily homework assignments, due dates, tests, appointments, and social events. Having a planner with a monthly calendar built in can help you see what's going on long term and help better plan for what's ahead.

Organize your notebook!

Your notebook contains every tool you need to pass your classes. Keeping it organized is essential to academic success!

- Buy a three-ring binder to easily add/remove assignments.
- Keep a section in your notebook for each class. Use colored dividers to quickly distinguish classes. Keep notes and hand-outs in these sections. This helps to keep everything organized and prevents papers from getting misplaced or lost.
- Use the method of homework preparation that's best for you – a separate homework folder or the front of your notebook – so you don't forget to turn in homework that you've completed.

Have phone numbers for classmates

- Make friends with people in class and exchange phone numbers, email, social media names, etc. Not only will you make friends, but you can contact them if you are ever absent and need to know what went on in class that day. Plus if you have a question about an assignment, they can help.

Use teacher websites/online grade reports

- Most teachers post the homework, notes, etc. on their websites (Haiku, Google Classroom, etc.) which is so helpful when you are absent or do not completely understand the assignment.
- The online grade postings (Aeries) will show you which assignments are missed and what grades you have received on each assignment, test, and project.

Time Management



With all the assignments and activities you have, making time for them is very important. A well-planned schedule can save time and energy and make your life easier!

Create a schedule!

- Block out times for school, appointments, meetings, sleep, etc.
 - Example:
 - School: 7:46am – 2:35pm
 - Practice: 2:35pm – 4:00pm
 - Family dinner: 7:15pm
- Create a study plan. Figure out how much time you have remaining to complete homework and studying for the day.
 - Example:
 - 5:00pm – 6:00pm: Do Algebra homework
 - 6:00pm – 7:15pm: Study for Biology test & complete English review
 - 8:00pm – 9:30pm: Finish remaining homework & look over Biology notes

Use class time and tutorials

We all need quiet places to get our work done without distractions. Take advantage of free time in class and get a head start on homework, projects, etc.

- TIP: Libraries are great places to go and get your work done. They are quiet, the chairs are comfortable, and they have reference materials!

Eliminate distractions

Even with all of your preparations and scheduling, there are still going to be interruptions. You can't prevent everything, but you can minimize disruptions.

- Turn the TV off!
 - Wait until you finish your homework/studying before turning on the TV (this applies to video games too!)
- No loud music.
 - TIP: Listen to classical music. Some studies show listening to classical music while studying improves your grades and concentration.
- Quiet your phone. Keep your phone off or silent while you study to avoid distracting text messages, social media updates, and phone calls.
 - TIP: Leave your phone somewhere where you won't hear it or use a "Do Not Disturb" mode which will keep phone calls, notifications, and texts from coming in until you are done with homework and studying.

Have Questions? Go see your counselor in the counseling office!