



Get Organized

Organization is critical to academic success, surviving college, and having fun along the way.

Calendar - Keep at least a 1-week advanced calendar with all your assignments, tests and activities. This means you will always have 7 days of future work in your calendar. This **does not** mean updating this week’s calendar on Sunday night (leaving you only a day or two for Monday/Tuesday assignments). Update your calendar regularly.

Be sure to get long term projects onto your calendar early

Running List - Make a running list. Using your calendar, list all your work along with it’s due date. Check your list EVERY DAY and prioritize the items. Check off items as they are completed.

Daily List - Make a daily list. List and prioritize all the items you plan to complete TODAY.

Complete your daily list – every day.

Note: Don’t forget to include your fun activities in your calendar/lists

Tuesday

- 5 ee3921 hw5
- 1 ee3921 wed class prep
- 4 ee2920 lab write-up
- 2 ee2920 wed class prep
- 3 ma1234 test 1 prep-1
- ch4321 study team - 3:00
- intermural soccer – 6:30
- end of day review / wed list

These items are tackled between classes and meals –
 In priority order
 or
 Based on what fits timewise

These items are time specific and are not prioritized
 – unless you need to cancel due to load issues