

TIPS FOR GETTING ORGANIZED

ORGANIZE YOUR THINGS

Clearly label all of your folders and notebooks for each class. Keep homework assignments in a place where you'll always know how to find them.

Clean out your locker and backpack once a week so that you don't throw out the things you don't need. Having too much junk lying around will make it easier to lose important papers like notes and assignments.

Have a study space at home where you can easily find references and supplies. Clean your work area once a week so you can find everything you need.

ORGANIZE YOUR TIME

Use a planner or an assignment book to keep track of assignment dates, tests, study times, and school activities.

Look at your planner often and make a "To Do" list for each day. Check items off when you complete them.

Set a specific time for doing school activities. For example, do your homework from 7:00 to 8:00 every night.