10 Steps to Organization at College

- 1. Start by uncluttering your work area. Clear your work surface of files, books, and loose papers since they can distract you from what needs to be done. Staying tidy takes a fraction of the time you will waste if distracted.
- 2. Allow enough desk space to work comfortably on one assignment or project at a time without distractions.
- 3. Use one calendar to track all important reminders, notes, tasks, tests, assignments and even social events. An effective tracking system can help reduce the stress of trying not to forget, and also the stress of dealing with the consequences of not getting something done.
- 4. Create a master list on paper or computer that prioritizes and updates every pending assignment or project; use whatever method holds your attention.
- 5. Avoid interruptions that can rob you of time and momentum. When a project or assignment requires special attention, escape to a quiet area to work more effectively.
- 6. Delegate tasks when you can, since trying to do everything can be overwhelming.
- 7. Think before you keep a piece of paper since most of what you keep for later use won't be needed again. The "OHIO Rule" reduces clutter and makes organization easier. "Only Handle It Once"
- 8. Stop collecting so much stuff the more you have, the more time you need to manage it. If it hasn't been used in a reasonable period of time, get rid of it.
- 9. Know your personal limits and say no when you need to.
- 10. Take a few minutes at the end of each day to clear your work area and plan for the next day. Planning what really must get done and how and when to do it can help you know how to spend your time and energy, as well as minimize anxiety about deadlines.