

# GETTING ORGANIZED

## Strategies to Get Organized

### 1. Give everything a label

- Designate a separate notebook and a folder for each individual course.
- Label your notebooks and folders with the course title and time it meets.
- Only put assignments, handouts, etc., related to that course in that folder or notebook.
- Only take notes for that course in that course's notebook.

### 2. Use the OHIO method

- Only Handle It Once
- When you receive an email, either respond to it if it is important, or delete if it is unimportant. Keeping too many emails in your inbox creates confusion and wastes your time when you are trying to search for an important email.
- When receiving handouts or assignments back from class, decide whether you should keep it or recycle it. If you need to keep it or are unsure (keep it if you are unsure!), put it in a safe place out of sight so you have it, but know you don't need it at the moment.

### 3. Use the CIA method of organizing materials

- Current: Materials you need today or within two days (math homework, worksheets, papers, etc.) Keep them right in front on your desk in plain view so you know they are important!
- Imminent: Materials you will need in a few days or next week, but not immediately. Keep these in a folder at the side of your desk so they're there and ready for you to handle when it comes time.
- Archived: Materials you may need for the near future (such as for midterms or finals). Keep these in a file cabinet, away from plain view but still available when you need them.

### 4. Keep your room or office free of clutter

- Having a messy room not only keeps you disorganized, but it also effects your time management. If your room is messy, you may have to spend more time finding your math book or your English notebook. Furthermore, if you cannot find what you need, you may miss important assignments which may affect your grade.

## Benefits to Being Organized

Clears your mind	Increases productivity
Saves you time	Increases your time management
Sparks your creativity	Boosts your energy
Sets an example to others	Leads to better eating/sleeping habits
Increases self-esteem	Helps you be reliable
Reduces stress	Makes work spaces more efficient

***For more information and support, contact:***

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