GETTING ORGANIZED 101

1. ORGANIZE AROUND EACH CLASS
   Create a separate folder for each class for syllabus, notes, handouts, returned tests, etc.

2. SET-UP A WEEKLY SCHEDULE
   Include the following:
   - Classes
   - Study time:
     - 16 hrs. for 3 classes
     - 20 hrs. for 4 classes
   - Tutoring
   - Clubs/organizations
   - Wake-up time
   - Bedtime
   - Job
   - Meals
   - Exercise
   - Self-care

3. USE A PLANNER / CALENDAR
   Enter all info to end of term:
   - Syllabi: Test dates Due dates
   - Weekly schedule
   - Appointments
   - Social events
   - Other

4. MAKE A DAILY TO-DO LIST / PLAN
   Make a list every night before bed, sequence it, and take it with you when you leave the next morning

5. PLAN AHEAD FOR PROJECTS/PAPERS/TESTS
   Use a calendar to plan backwards from the due date, including time for:
   - Brainstorming
   - Research
   - Writing a draft
   - Editing/proofreading
   - Use the Writing Center, tutoring, etc
   - Reading
   - Homework problems
   - Study guides
   - Practices tests
   - Review sessions

6. Classes
7. Study time:
   - 16 hrs. for 3 classes
   - 20 hrs. for 4 classes
8. Tutoring
9. Clubs/organizations
10. Wake-up time
11. Bedtime
12. Job
13. Meals
14. Exercise
15. Self-care
16. Reading
17. Homework problems
18. Study guides
19. Practices tests
20. Review sessions
7 CARDINAL RULES OF COLLEGE STUDENT LIFE

1. I will make everything that contributes to my goal of getting a DU degree a priority in my life.

2. I will keep everything that pertains to each of my classes in one place.

3. I will treat college life like a job by structuring a College Workweek for myself.

4. I will learn to use a planner/calendar so that all the information I need to run my life is in one place.

5. I will begin every day with a list and a plan because a day without a plan is usually unproductive.

6. I will learn to plan forward and will not wait until the last minute to start large projects or study for tests.

7. I will learn to balance my life between work and play so that I have time for both. I will also take care of myself both mentally and physically.