

Getting Organized In College

Organize Your Time

If you have free time throughout the day, don't waste it. Use that time wisely to finish homework, go to professors' office hours, and conduct university business. This should free up your nights and weekends for work and personal time instead of pushing all your homework to the evening. If you waste free time during the day by napping or getting sucked into the internet, then your study time gets pushed to later. If you have work, student activities, athletics, or other obligations, it is very important that you use a planner. You can use a paper calendar or your phone's calendar app to help you remember where to be at different times and when important deadlines are. Stick to your plans and don't let side plans get you off track.

Organize Your Work Space

Find a space to work where you can spread out your notes and books without being cramped for space. You will also probably need access to a computer. You will work much faster when things are organized and you are not having to waste time searching for your book or a highlighter. A desk calendar is helpful because you can write down your major due dates and campus events (like school breaks).

Organize Your Syllabi

At the beginning of each term, all of your instructors will give you a syllabus with the requirements for the course. Write down important dates in your planner (in pencil, these can change depending on the professor) and then make sure you save your syllabus for safe keeping. You will need to refer back to it throughout the semester, especially to know how you are being graded.

Organize Your Course Work

Find a system that works for you and stick to it. In high school, some of your instructors may have told you what supplies were required for the course. Most professors in college won't do that. It will be up to you how you want to keep yourself organized. Do you like having just one notebook with everything in it or do you want separate notebooks for each class. Maybe a binder or five-subject notebook will work best for you. Remember that you will need to keep track of study materials like notecards and worksheets as well. You will want to keep these materials to study for your midterm and final exams. Take some time out to visit an office supply store or the campus bookstore and pick out what supplies you like to use.

Organize Your Files

Organizing your files might not seem that important, but it can make a huge difference. Whether you are bringing your own computer or using the university computers and a flash drive, organize your files. Make folders for everything on your flash drive or computer. Also, when you are saving documents, try to save them with the assignment or something identifying in the title. This will make it much easier later when you are looking for documents and will eliminate you submitting the wrong assignment. Make a file for each of your classes so you know where everything is being saved.

Organize Your Mind

Make sure you get plenty of sleep. This will help you to stay alert during the day. Take care of your mental health. Find a spiritual practice that makes you feel connected to yourself or spirituality. Consider practicing meditation, yoga or prayer to help center yourself.