

Organizational Skills



9 TIPS FOR BETTER GRADES IN...



What does “Organized” mean?



**HAVING A FORMAL
ORGANIZATION OR
STRUCTURE TO
COORDINATE OR CARRY
OUT WIDESPREAD
ACTIVITIES.
OR
EFFICIENT COMMAND OF
TASKS, SUPPLIES AND
RESOURCES.**

Say again?



**ORGANIZING IS WHAT YOU
DO BEFORE YOU DO
SOMETHING, SO THAT WHEN
YOU DO IT, IT IS NOT ALL
MIXED UP.**

A. A. MILNE

A Few Questions...



- 1) Do you feel that you would get better grades if you got organized and stayed organized?
- 2) Would better time management skills improve your grades?
- 3) Do you keep track of the majority of your “to do” items in your head, by memory?
- 4) Do you feel that high school adequately prepared you with the organizational skills required to do well in college?

Let's see how your responses compared to a nationwide survey of college students...

How organized are you?

The best laid plans of mice and men oft go awry. **Robert Burns**



- 54% of college students feel they would get better grades if they “got organized & stayed organized.”
- 87% of students say that better time management skills would improve their grades.
- 23% keep track of schoolwork and “to-do” items in their head, by memory.
- 47% feel that high school did not prepare them with the organizational skills required to do well in college.



Don't
agonize.

Organize.

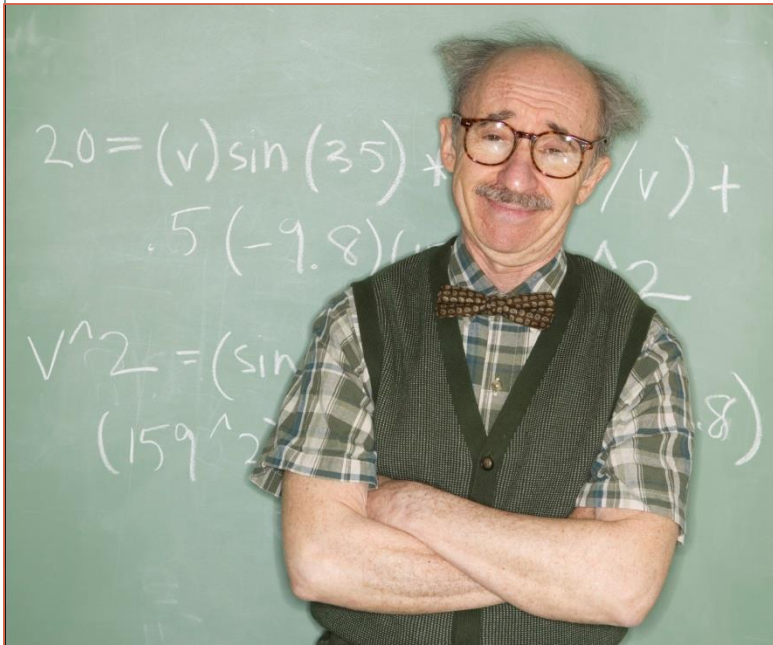
Here's how...

1. Attend All Your Classes



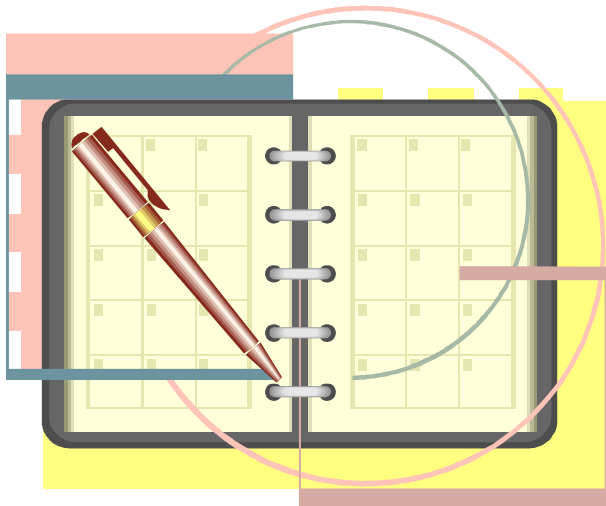
- ❑ **ABSORB CLASSROOM MATERIAL.**
- ❑ **MAKE YOUR PRESENCE KNOWN. PARTICIPATE.**
- ❑ **EARN ATTENDANCE POINTS.**
- ❑ **SIT CLOSE TO THE FRONT.**
- ❑ **RESIST THE URGE TO LET YOUR MIND WANDER. *THE AVERAGE SPEAKER TALKS AT 100 WPM. THE AVERAGE LISTENER THINKS 400 WPM. THIS GAP IS A TRAP! PRACTICE THE HABIT OF BEING A GOOD LISTENER.***

2. Master Your Instructor



- ❑ **THE SYLLABUS IS YOUR FRIEND. UNDERSTAND COURSE EXPECTATIONS & DEADLINES.**
- ❑ **UNDERSTAND INSTRUCTOR ON A PERSONAL LEVEL.**
- ❑ **COMMUNICATE WITH INSTRUCTORS WHEN YOU'RE STRUGGLING. THEY DO CARE.**

3. Develop a System



- ❑ **USE A PLANNER OR DIGITAL PERSONAL ASSISTANT.**
- ❑ **STAY CURRENT WITH DUE DATES & COURSE CALENDARS. IT'S NOT ENOUGH TO JUST HAVE A SYSTEM – USE IT!**
- ❑ **KEEP HOMEWORK, TESTS & CLASS PAPERS IN A CENTRAL LOCATION (NOT YOUR FLOORBOARD) FOR FUTURE REFERENCE... THINK FINALS!**

4. Use Time Wisely

If you love life, then you must love time, for that's the stuff life's made of.
Henry David Thoreau



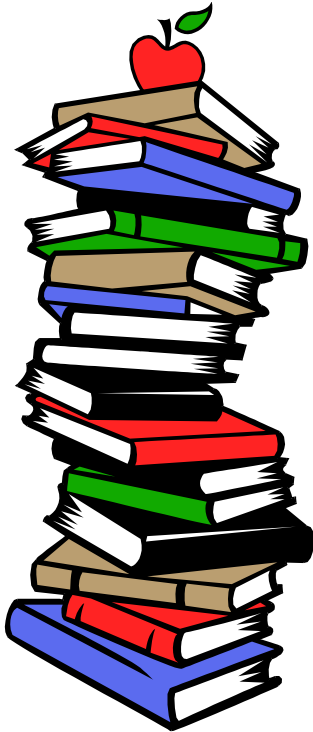
- ❑ TACKLE HARDER WORK FIRST.
- ❑ ALLOW ENOUGH TIME TO STUDY FOR EACH SUBJECT. **FORMULA IS 3 HOURS OF STUDY/WK/COURSE CREDIT.**
- ❑ BREAK LARGER PROJECTS INTO SMALLER, EASY-TO-ACCOMPLISH PIECES.
- ❑ SCHEDULE TIME FOR WEEKLY REVIEW. TRY NOT TO CRAM FOR AN EXAM.
- ❑ WORK HARD TO PLAY HARD. STAY BALANCED. MAKE TIME TO RELAX!

5. Become “Noteworthy”



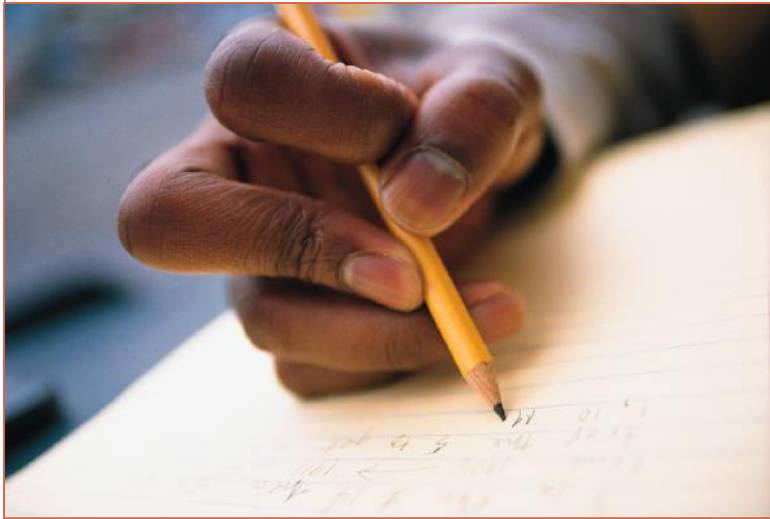
- ❑ BE AN ACTIVE LISTENER IN CLASS. **TAKE ADVANTAGE OF THE SPEAKING/LISTENING GAP.**
- ❑ TAKE EXCELLENT NOTES! THERE ARE 5 METHODS.*
- ❑ REWRITE OR ORGANIZE NOTES ON YOUR COMPUTER OUTSIDE OF CLASS. REPETITION IS THE KEY TO MEMORY.

6. Use the Textbook



- ❑ READ ALL ASSIGNED MATERIAL... ALL OF IT.
- ❑ KNOW WHAT'S CRITICAL: MAIN IDEAS, VOCABULARY, DATES, NAMES, PLACES, ETC...
- ❑ USE AN OUTLINING SYSTEM. HIGHLIGHT IMPORTANT PARTS AND OUTLINE THEM.

7. Follow Good Rules of Writing



- ❑ ORGANIZE YOUR THOUGHTS BEFORE WRITING. USE THE **GOLDILOCKS METHOD**...NOT TOO MUCH INFORMATION, NOT TOO LITTLE, JUST RIGHT!
- ❑ UNDERSTAND REQUIREMENTS FOR PAPER: LENGTH, PERSPECTIVE, FOOTNOTES, BIBLIOGRAPHY, ETC...
- ❑ WRITE A ROUGH DRAFT AND GET FEEDBACK.
- ❑ REWRITE, EDIT, REWRITE, EDIT, REWRITE.
- ❑ PROOFREAD! TRADE PAPERS WITH A FRIEND TO PROOF.

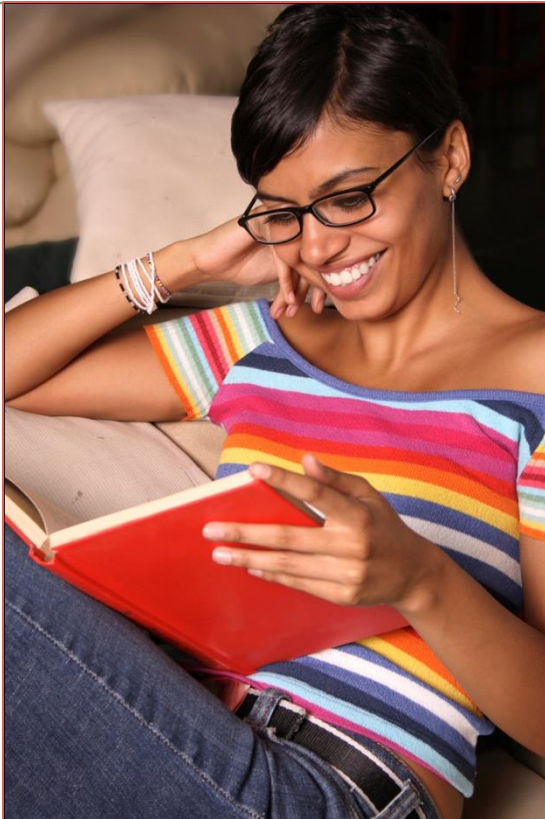
Please... Don't Rely on Spell check.



Missing letter changes the meaning of a crucial word on a South Bend, Indiana sign.

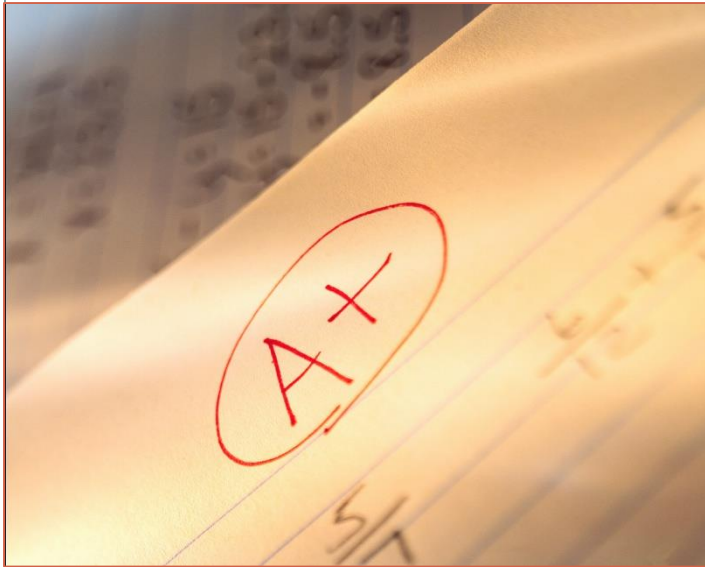
8. Study, Study, Study

"I will study and get ready, and perhaps my chance shall come."
Abraham Lincoln



- ❑ **STUDY EARLY AND OFTEN.**
- ❑ **DEVELOP AND PRACTICE GOOD STUDY HABITS.**
- ❑ **KNOW YOUR STUDY STYLE: COMPLETE SILENCE OR BACKGROUND NOISE.**
- ❑ **STUDY WITH A FRIEND, UNLESS IT'S A DISTRACTION.**
- ❑ **WORK BEFORE SOCIALIZING...**

9. Be a Good Test-Taker



- ❑ **KNOW WHAT TO EXPECT ON EXAMS. ASK INSTRUCTOR ABOUT TYPES OF QUESTIONS AND CONTENT COVERED.**
- ❑ **READ QUESTIONS CAREFULLY.**
- ❑ **PACE YOURSELF. KNOW POINT VALUES OF QUESTIONS.**
- ❑ **ASK QUESTIONS IF YOU DON'T UNDERSTAND THE QUESTION OR NEED CLARIFICATION.**



Helpful Hints

A Few Extra Tips to Help You Get & Stay Organized

- Use tabs to divide class binders into groups: tests & quizzes, papers, homework & notes.
- Use your cell phone “reminders” or calendar feature.
- Take your planner with you everywhere... be prepared to write down upcoming events.
- Get a good night’s rest and eat healthy. Your body must be nourished properly for your mind to work well!
- Remind yourself of your ultimate goal: all this hard work is worth it!