

STAYING ORGANIZED IN COLLEGE

Being organized is critical for success in college. It helps reduce stress, improves productivity, and ensures that important tasks and deadlines are not overlooked. In this resource, we will explore the key areas of focus for staying organized in college and provide practical tips to help students maintain an organized lifestyle throughout the semester.

Why You Should Stay Organized in College

Staying organized in college is not just about academic performance; it significantly impacts your overall quality of life. Check out the reasons below that explain why staying organized is essential.

- Reduces stress levels: When you have a clear plan and know what needs to be done, you avoid last-minute panic and remain in control of your workload.
- Improves time management: By organizing your schedule and tasks, you can allocate time effectively and ensure that you have enough time for studying, assignments, and other activities.
- Enhances productivity: An organized system allows you to focus on the task at hand without being overwhelmed by clutter or distractions.
- Provides a sense of accomplishment: When you stay organized and complete tasks on time, you feel a sense of achievement, which boosts motivation and confidence.

How to Get Organized: 5 Key Areas of Focus

To stay organized in college, it is important to focus on the following key areas:

1. Your Calendar

Using a calendar is essential for keeping track of important dates, deadlines, and commitments. Here's how to effectively use a calendar:

- Choose a calendar app or system that works best for you (e.g., Google Calendar, paper planner).
- Make a brain dump of all important events, including class times, due dates, meetings, and personal commitments.
- Set recurring events for classes to ensure you never forget them.
- Regularly review and update your calendar to stay on top of your schedule.

2. Your To-Do List/Task Manager

A to-do list helps you prioritize tasks and stay organized on a daily basis. Here's how to create and maintain an effective to-do list:

- Choose a digital or physical task management system (e.g., Todoist, bullet journal).
- Brain dump all tasks you need to accomplish regularly.
- Set realistic due dates and prioritize tasks based on importance and urgency.
- Regularly review and update your to-do list to ensure it reflects your current priorities.

3. Your Notes

Taking organized and comprehensive notes is crucial for effective studying and understanding course material. Here are some tips for keeping your notes organized:

- Use a digital note-taking system like Evernote or digitize handwritten notes.
- Create separate notebooks or folders for each class.
- Organize notes by topic or date to easily locate information when studying.
- Regularly review and revise your notes to reinforce learning.

4. Your Class Materials and Files

Keeping track of class materials, including syllabi, handouts, and assignments, is essential for staying organized. Here's how to manage your class materials effectively:

- Create dedicated folders in a cloud storage system like Google Drive or Dropbox for each class.
- Keep digital copies of important materials and organize them by date or topic.
- Maintain physical copies of materials in a three-ring binder or file system.
- Regularly update and organize your class materials to avoid clutter and ensure easy access.

5. Your Backpack

Your backpack is a physical representation of your organization. Keeping it organized ensures you have everything you need for class. Here's how to maintain an organized backpack:

- Pack your bag the night before to avoid forgetting essential items.
- Create a checklist of items to pack for each day's classes.
- Regularly clean out your backpack to remove unnecessary items.
- Keep your backpack stocked with necessary supplies like notebooks, pens, and textbooks.

How to Stay Organized with Weekly Productivity Planning and Reviews

Creating a system is just the first step; maintaining organization requires regular planning and review. Here's how to stay organized with weekly productivity planning and reviews:

1. Review Your Previous Week:

- Compare what you planned to accomplish with what you actually accomplished.
- Identify any gaps or areas where you fell short.
- Use this information to adjust your system and plan for the upcoming week.








2. Plan Your Upcoming Week:

- Clean up your task management system and calendar by removing completed or irrelevant tasks.
- Make a list of upcoming tasks and deadlines based on syllabi and assignments.
- Review your calendar and add any new events or commitments.
- Ensure your backpack is organized and packed with necessary materials for the week ahead.

By regularly reviewing and planning, you can adapt to unexpected changes, stay on top of your tasks, and maintain an organized lifestyle throughout the semester.

Staying organized in college is essential for reducing stress, improving productivity, and achieving academic success. By focusing on key areas such as your calendar, to-do list, notes, class materials, and backpack, you can establish an organized system that supports your goals. Additionally, incorporating weekly productivity planning and reviews will help you stay on track and make necessary adjustments. Remember, staying organized is a continuous process, so be consistent and adapt your system as needed. Good luck!

The creation of this resource was aided using artificial intelligence.

Resource	Purpose	QR Code
<p>Google Calendar calendar.google.com</p>	<p>Google Calendar is a digital calendar that can be used for general scheduling and includes features such as reminders for upcoming events.</p>	
<p>Todoist todoist.com</p>	<p>Todoist is a digital to-do list and task manager. Todoist will keep track of your tasks and allows you to integrate your digital calendar for better planning.</p>	
<p>Evernote evernote.com</p>	<p>Evernote is a digital notebook where you can store class notes and integrate other resources such as PDFs, documents, and images.</p>	
<p>Google Docs docs.google.com</p>	<p>Google Docs is an online word processor where you can store class notes and integrate other resources such as PDFs, documents, and images.</p>	
<p>Google Drive google.com/drive</p>	<p>Google Drive is a personal cloud storage, digital file storage, and synchronization service where you can organize and share files such as your syllabi, class notes, and assignments.</p>	
<p>Dropbox www.dropbox.com</p>	<p>Dropbox is a personal cloud storage, digital file storage, and synchronization service where you can organize and share files such as your syllabi, class notes, and assignments.</p>	
<p>Doodle doodle.com</p>	<p>Doodle is an online calendar tool for time management and coordinating meetings and events.</p>	

Sources

- Brisk teaching. (n.d.). Free AI tool for teachers. <https://www.briskteaching.com/>
- Doodle. (n.d.). Free online meeting scheduling tool. Doodle. <https://doodle.com/en/>
- Dropbox. (n.d.). Dropbox. <https://www.dropbox.com/>
- Evernote. (n.d.). Best note taking app - Organize your notes with Evernote. <https://evernote.com/>
- Frank, T. (2015a, February 19). My 3-tier planning system for getting stuff done - College info geek. YouTube. <https://youtu.be/8nkCt3OF6-8>
- Frank, T. (2015b, July 9). How I organize my notes, homework, and school files - College info geek. YouTube. <https://youtu.be/yoheFZaYvLU>
- Frank, T. (2015c, August 7). How to start a new semester or school year the right way College info geek. YouTube. <https://www.youtube.com/watch?v=Ey-cAHDme2s>
- Frank, T. (2016, March 17). How I use my calendar efficiently - College info geek. YouTube. <https://www.youtube.com/watch?v=KcWplarcZzY>
- Google. (n.d.-a). Google Calendar . Google. <https://calendar.google.com/>
- Google. (n.d.-b). Personal Cloud Storage & File sharing platform. Google. <https://www.google.com/drive/>
- Patterson, R. (2021, July 2). How to easily stay organized in college. College info geek. https://collegeinfo geek.com/how-to-stay-organized-in-college/?utm_source=The+Daily+Spoon&utm_campaign=5c65c48fb7-EMAIL_CAMPAIGN_2019_07_12_05_52_COPY_03&utm_medium=email&utm_term=0_4c623fe8ac-5c65c48fb7-150029661#why-you-must-stay-organized-in-college-its-not-why-you-might-thin
- Todoist. (n.d.). A to-do list to organize your work & life. <https://todoist.com/>