# Chapter 2: Organization

This chapter features one resource:

* The Organization Checklist

Organization Checklist

Being organized reduces stress and allows you to focus energy on completing assignments instead of looking for lost papers or digital files. The “To do” list below will get you started. Check off items as you complete them.

**Papers and Books To Do List**

\_\_\_\_\_\_\_Buy a separate notebook or have a three-ring binder for EACH class

\_\_\_\_\_\_\_Buy a separate two-pocket folder for each class

\_\_\_\_\_\_\_Buy a small notebook you can use to write down all of your assignments.

**Study Space To Do List**

\_\_\_\_\_\_\_Set up a specific place to study and ask family members and roommates to leave it alone

\_\_\_\_\_\_\_ Buy study supplies (pens, highlighters, sticky notes, etc.) for your study area.

\_\_\_\_\_\_\_ Buy a printer or find out where you can print on campus for free.

\_\_\_\_\_\_\_If you live in a loud house or apartment, consider buying noise-cancelling headphones

\_\_\_\_\_\_\_ If you plan to do most of your studying on campus, get in the habit of keeping study supplies organized in a backpack or briefcase.

**Computer Access To Do List**

\_\_\_\_\_\_\_If you don’t have your own computer, learn to use Google Docs or OneDrive so you can access your files wherever you get the internet

\_\_\_\_\_\_\_If you have to share a computer with family members, think through how you will schedule computer time

\_\_\_\_\_\_\_Learn where the computer labs are on your campus or in your community so you have a backup plan in case your computer breaks down

**Digital Files To Do List**

\_\_\_\_\_\_\_Create digital folders for each class you are in, and break down those folders into projects, weeks or units– depending on how your instructor organizes the class

\_\_\_\_\_\_\_Name digital files with enough detail that you can tell what they are. (I.e. “English Paper” is too general. “Draft 1 of Research Paper Sept 30” is much better)

\_\_\_\_\_\_\_If you don’t have a laptop, see if your campus rents them or allows students to check them out for the semester