**Getting Organized**

* Monitor your time
  + Be aware of you spend your time
  + 168 hours per week are available to everyone
* Set goals and priorities
  + Long-term
  + Semester
  + Monthly/weekly
  + Daily
* Use a written planning calendar or schedule guides
  + Record all fixed time commitments. Start with class time, work, athletic practices and other regularly scheduled activities.
  + Use syllabi to record all assignments, tests, papers and projects
  + Record flexible time commitments and continually adjust
  + Make specific times to study. A rule of thumb is to study two hours for each hour spent in class
  + Schedule essential activities like sleeping, eating, exercise and personal hygiene – be realistic.
  + Schedule time for fun. Sometimes a 30-minute block is important for doing absolutely nothing…..daydream, listen to your favorite CD, or prop your feet and relax.
  + Allow time for changes or unexpected events.
* Evaluate and assess if your plan is working for you
  + Check your motivation level to stay on schedule
  + Are you spending time on activities which are most important to your priorities?
  + Do you have enough time to pursue leisure activities?
  + Are you leaving big projects and tasks until the last minute?