**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?