

# Get Organized

## Before the Semester...

### Step 1

**Gather the materials you will need.**

Spiral notebooks, binders, planner, writing utensils, backpack, note cards, etc.



### Step 2

**Log into BlackBoard and download/print a syllabus for each class.**

The syllabus includes due dates, the grading scale and a calendar/plan for the material to be covered.

### Step 3

**Organize materials for each class.**

Buy a binder and keep a spiral notebook, class syllabus and handouts in it.



### Step 4

**Develop an organization system for your room.**

Be sure to keep all of your class materials in the same place so you can find them!



### Step 5

**Write due dates and other important dates in your planner/calendar!**

Go through each syllabus and write down the dates for exams/projects due in each class.



# During the Semester...

## Step 1

**Use a planner or calendar.**

These will help you keep track of what you need to do each day.



## Step 2

**Pack up your class materials the night before.**

Include books, materials for taking notes, assignments that are due the following day, etc.

## Step 3

**Stick to an organization system in your room each day!**

Be sure to keep everything for each class together and put it all in the same place.



## Step 4

**Keep your computer desktop/flash drive files organized.**

Create a folder for each class on your computer & put completed assignments in it.



## Step 5

**Organize materials for class as you get them.**

Keeping a binder and bringing it to class will help you stay organized as the professor hands out materials for class.

# At the End of the Semester...

## Step 1

**File away materials from the semester.**

Buy a tote or some sort of filing system and keep all of your documents from each class so you can find them if you want to refer back to them in the future.



## Step 2

**Maintain a digital "filing cabinet."**

Create a new folder that says the name of the semester (Fall or Spring) and year, and place the folders from each class you took during that semester in the new folder to keep your desktop and documents organized.