Academic Advising and Career Education

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Getting Organized for the New Quarter

One of the greatest things about school is the feeling of having a clean slate each quarter, with new classes, a new schedule and a new opportunity to succeed. If you want to save time, achieve more and have a more satisfying semester, invest a little time now to get organized. As you begin the quarter, take a few moments to review some of the following tips on getting organized:

- Identify your goals for the semester. Be specific about what you want to achieve. You may have several things you wish to accomplish this semester, like obtaining a 3.7 GPA, learning yoga and/or developing a resume. Break these goals into component parts so you can make small steps to achieve them.

- Commit your goals to paper and review them often. This simple step can keep you motivated and on track.

- Invest in a calendar or schedule book. Note where you are supposed to be during the day and record due dates for assignments or tests. To aid studying, count backward to the dates you should begin research papers, projects or long reading assignments and mark that on the schedules, too.

- Organize your desk or work space. Label your notebooks for each class and keep a folder with handouts and syllabest x Approach your courses as if there were an infinite amount to learn from each class. If a course is proving difficult, consult your professor or find a tutor. If you think you need assistance with study skills, contact the University Center for Learning Assistance. remind yourself what you want to

    - Take a few moments and honestly reflect on how you handle study time. Consider when you do your best work and keep this time reserved for study. If your first plan does not work, examine why. Make some adjustments and try again, but do not give up.

    - Sometimes having a routine helps. Try studying one or two subjects each night. Complete reading assignments as they are assigned rather than waiting. Your recall will be better if you have worked with materials gradually, over time. Enjoy the feelings of accomplishment each day when you finish your study time. Reward yourself afterward.

    - Strive to keep some balance in your life. In addition to working hard at school, care for yourself through exercising, maintaining meaningful social connections and having leisure time. Keeping your stress level down can help you work "smart" rather than just working "hard". In the long run, this can help you stay organized.