

ORGANIZATION AND TIME MANAGEMENT

**Learn some tips
that will help
make your life
a little easier!**



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Manage Your Time Well

- Don't overextend yourself. For example, working 25 hours a week and going to school full-time can overextend you.
- Be organized. Having a planner and putting things where you can easily access them will help you to be organized. We will talk more about this later in the workshop.
- Schedule specific times for your study times. Decide that you will study for 60-90 minutes and concentrate only on one subject at the time. Don't worry about your other subjects or other tasks that you need to do because you will be scheduling time for the other subjects and tasks as well.
- Learn to say no. Don't let distractions and/or other's requests sidetrack you from doing what you need to do.

Manage Your Time Well

- Make efficient use of your time by consciously choosing how to use your time. You could limit certain activities like watching TV or going out with friends. You could combine tasks like washing clothes while you are studying. Look for chunks of time that are being wasted and use the time more efficiently. For example, studying between classes or talking to a professor between classes is better than wasting the time doing nothing.

Manage Your Time Well

- Make a “To Do” List and then prioritize the items.
- Label your items A for must do today, B for should do today, or C for would like to do today, but can wait.
- Then prioritize your A’s, B’s, and C’s by numbering them 1, 2, 3....
- Do what you can do for the day, crossing off everything you get done off of your list. If you do not finish your list, take what is left to do and prioritize those things and any new things again for the next day until it is all done.




Be Organized

- Use an assignment notebook or planner to write all assignments down.
- Break larger assignments down into more manageable parts and give yourself deadlines to get certain things done.
- Three-ring notebooks are helpful for class notes because you can always punch three holes in notes and handouts that you need to keep and easily place them into the notebook.



Be Organized

- Organize, save and back-up computer work. It is a good idea to save *while* you are working on a project since information could be lost forever if, for instance, a storm comes up and interrupts the electrical connection. You should also back-up your work when finished with the project; for example, on a flash drive, so that you have several ways of accessing your information if you need it.
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Be Organized

- It is a good idea to keep different colored pocket folders in your three ring binder to organize old papers, tests, and quizzes. You may want to review them before future tests.
- Keep a list of your grades from each paper, test, and quiz. This will help you gauge what you need to make on future tests, quizzes, and assignments to obtain the grade that you want.



Be Organized

- Get the phone numbers of classmates for each class so that if you miss something or have questions, you will have someone to contact.
 - Maintain a neat and organized study space that has pens, pencils, markers, paper, sticky notes, index cards for note taking, a calculator, a dictionary, and a thesaurus.
 - Pack your booksack the night before so you won't forget anything. Write yourself a note if you need to remember anything else.
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Household Organizational Tips

- Kitchen:

 - Take items out of the cabinets and off the counters.

 - Group according to similar categories.

 - Use organizers to box similar items together.

- Closets and rooms:

 - Take everything out of your closet or room.

 - Put things that you need or want back, using organizer boxes, shelves, hangers, etc. and labeling containers so you know where to find each item.

 - Sell or give away things you have not used in a year or more, unless it is an heirloom.

 - Trash old and unusable things. Have a yard sale with the usable items.

Household Organizational Tips

■ Clothes and shoes:

- ❖ Have your own fashion show each year, trying on everything in your closet.
- ❖ Sort according to the following categories: keep, mend, donate/sell, throw away.
- ❖ When you wear something throughout the year, turn your hanger around backwards so that when you have your yearly fashion show again, you will know immediately what to sort through.
- ❖ This applies to clothes AND shoes.
- ❖ Use over-the-door storage and shelves to better organize your clothes and shoes.
- ❖ Toss mismatched hangers. Do not keep dry cleaner hangers/wire hangers because they mess up your clothes.
- ❖ Keep clothes stored by outfit so that mix and match items are close together.
- ❖ Remove out of season items and store in a labeled box in another location.

Five Organizing Tips From the Pros

Take some tips from cruise ship professionals. They have to stay organized in order to serve 3,000 passengers with only 1,000 crew members.

1. Plan your day on paper. Include fun things to do as well as your chores and appointments.
2. Use chore checklists. The cruise pros use this and a watch and are able to get 20 rooms cleaned in 15 minutes per room!
3. Plan your meals. This helps you shop wiser and faster. You can plan quick meals on nights when you don't have a lot of time and schedule meals that take some time to prepare on nights when you have more time.

Five Organizing Tips From the Pros

4. Set goals and deadlines. Once you have some major goals in mind, then set mini-goals and deadlines to meet them. This will help you to accomplish more and not get discouraged so easily when/if things don't go as planned.
5. Identify. The cruise pros use color coding, labeling, and maps to identify things like tour groups, luggage, and where activities are taking place. You can use color coding and labeling for storage boxes, when moving to a new place, or maybe for kids' toys and clothes, to cut down on confusion of what belongs to whom.



Some Organizing Secrets Used by Professional Organizers

- Everything should have a “home.” This is a consistent and appropriate place where an object is kept. Clutter results from not keeping or returning items to their homes.
- Schedule times that you can help people with random requests. When needed, say no to any more requests to keep from getting overloaded.




Some Organizing Secrets Used by Professional Organizers

- Go through your mail immediately after receiving it. Don't let it accumulate over days or weeks to have to sort through later.
- Get ready the night before to save time in the mornings. You can lay out clothes, set the breakfast table, take your bath, etc.
- Dump things that are outdated, faded, broken, or unusable. If you don't want it and no one else wants it, get rid of it so it does not clutter your home anymore.



Some Organizing Secrets Used by Professional Organizers

- Keep a memory box. To avoid saving everything you ever had and thus cluttering your whole house with memories, save your most beloved items in one or two boxes.
 - Apply the 50% rule. If going on a trip, get out what you “think” you will need and then put back 50% of what you packed. You will typically not use half of what you take with you.
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Some Organizing Secrets Used by Professional Organizers

- If you are an early bird, organize in the early morning. If you are a night owl, then do your organizing in the evening. Do things when YOU have the most energy to complete the tasks that you want to do.
- Write important things down so you don't forget them.
- Call yourself to remind yourself of things you need to do when you get home.



Some Organizing Secrets Used by Professional Organizers

- Break large projects into manageable tasks. For example, if you need to organize a room, take one box at a time until it is complete.
- Ask someone to remind you of tasks you want to get done by a certain date. A little outside motivation is always good.
- Set up rewards and consequences for yourself. For example, if you want to go out with friends on the weekend, make yourself work on that cluttered room for a certain length of time or withhold the fun time from yourself.

Some Organizing Secrets Used by Professional Organizers

- Do not separate pending bills. Always keep them together until paid and THEN file them in their appropriate files.
- Fit in exercise each day by multi-tasking. Get on the treadmill while watching the news.
- Play the disappearing act with your kids where you make a game of your kids picking up their toys. Whoever can do it the quickest gets to do something fun with you like making cookies or going shopping.



Some Organizing Secrets Used by Professional Organizers

- Always set goals. You might want to write goals down on notecards (one goal per card). Arrange the cards in the order you would like to accomplish your goals and set a deadline for when you want to accomplish each goal.
- Do a little each day. You might want to write a chore down on a notecard. Do this for all chores you need to do. Include some free day cards too. Draw a card a day out of a hat until you have accomplished all chores and then start over again.



Some Organizing Secrets Used by Professional Organizers

- Plan an alternate route. Just in case you can't go on your usual route, plan another route so that you will not be stressed and/or delayed getting to work or wherever you are going.
- Always pad your time about 10-15 minutes. In other words, if you think it will take 30 minutes to do something, give yourself 45 minutes. This will cut down on stress.

Organization and Time Management

References

O'Brien, Linda How to Get Good Grades In College; 2008 ed., pg. 3-6.

http://lifeorganizers.com/index2.php?option=com_content&task=view&id=296&pop=1&...

http://lifeorganizers.com/index2.php?option=com_content&task=view&id=295&pop=1&...



Organization and Time Management

We hope you enjoyed this very beneficial workshop and will use some of the tips that we shared!

Please print the evaluation for this workshop that is located on the TRiO website, fill it out, and return it to Patricia Nicholas in Rm. 114, Bldg. B; Kayla Owens in Rm. 110, Bldg. B; or Tawanie Shanks in the TRiO lab, Bldg. B.

All of the material shared in this workshop is for educational purposes only.

