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Tips for Developing Organizational Skills

Developing good organizational skills is a key ingredient for success in college and in life. Although some people by nature are more organized than others, anyone can put routines and systems in place to become more organized.

USE CHECKLISTS

Get into the habit of using a “to-do” list. Checklists can be used to list assignments and household chores and to remind you to bring appropriate materials to class. It is recommended that you keep a small pad or notebook dedicated to listing homework assignments. Crossing completed items off the list will help you feel a sense of accomplishment.

ORGANIZE HOMEWORK ASSIGNMENTS

Before beginning a homework session, number assignments in the order in which they are to be done. You should start with one that’s not too long or difficult but avoid saving the longest or hardest assignments for last.

SET A DESIGNATED STUDY SPACE

You should study in the same place every night where supplies and materials are close at hand. This space doesn’t have to be a bedroom, but it should be a quiet place with few distractions. You may want a study space in a library or other quiet facility.

SET A DESIGNATED STUDY TIME

You should know that a certain time every day is best for studying and doing homework. The best time is dependent upon individual preferences and schedules. Even if you do not have specifically assigned homework, the reserved time should be used to review the day’s notes, read ahead in the chapter, or work on an upcoming project.

KEEP ORGANIZED NOTEBOOKS

Keep track of your papers by organizing them in a binder or notebook. The purpose of a notebook is to help keep track of and remember the material for each day’s classes and to organize the material later to prepare for tests and quizzes. Use dividers to separate class notes, or color-code notebooks. Having separate “to do” and “done” folders helps organize worksheets as well as provide a central place to store completed assignments.

If this was helpful you can get more useful information by taking a **Learn 11** class.



CONDUCT A WEEKLY CLEAN-UP

You should go through and sort out book bags and notebooks on a weekly basis. Old tests and papers should be organized and kept in a separate file at home.

CREATE A HOUSEHOLD SCHEDULE

Try to establish and stick to a regular daily routine. This will help you fall into a pattern when at home. If you have children establish a regular bedtime, as they will go to school well rested. Try to limit television watching and computer play to specific amounts of time during the day.

KEEP A MASTER CALENDAR

Keep a large wall-sized calendar for the household that lists the family's commitments, schedules for extracurricular activities, days off from school and major events at home and at school. Note dates when you have exams or due dates for projects. This will help family members keep track of each other's activities and avoid scheduling conflicts.

PREPARE FOR THE DAY AHEAD

Before you go to bed you should pack schoolwork and books in your book bag or backpack. Clothes should be ironed and laid out with shoes, socks and accessories. This will cut down on morning confusion and allow you to prepare for the day ahead calmly.



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