Tips to Getting Organized in College

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10 Quick Tips For Staying Organized In College

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You can't hope to succeed in college if you can't find the syllabus your professor gave you at the beginning of the semester. College is not only about learning your major, but about learning how to organize your life in order to succeed. Here are some easy tips to help you get and stay organized:

Utilize Your Agenda

Whether it is a free agenda from your school or one you bought, it is going to become your best friend for the year and a key to getting organized. Each professor gives you a syllabus or has one that you can print out, and with all your classes it becomes hard to keep track of due dates and tests. In different colored markers or pens write down when chapters need to be read, papers are due, tests are given, and any important days off. Just make sure you pay attention to any changes your professor may

http://www.sparqvault.com/2012/09/17/tips-to-getting-organized-in-college/#.V0AokrKU1
Use Your Cell Phone For Reminders

Most cell phones nowadays have a reminder or calendar feature. If you need to be reminded of a certain event, set the phone to remind you ahead of time so you don’t forget. If you think you have a great memory and won’t forget, just do it anyways to stay organized and for peace of mind.

Stick To A Study Schedule

One of the hardest parts about college is trying to balance work and fun. To stay organized, you need to set aside a certain amount of time to study. Ideally, it should be at the same time every day. Also, break up your study time. If you’re really tired, you are most likely not going to retain any information.

Color Code Your Life

Having different colored folders or binder for each class is an easy way to get organized. Professors don’t baby you like in high school, so you have to make sure you keep everything important. By keeping everything in a different color you can easily tell which one you need as you are running out the door because you slept in...again.

Keep Certain Items In Your Backpack

A key to being organized is to have things set up before you need it. To avoid leaving something important behind, especially when you are running late, keep the basics in your backpack. Pens, pencils, highlighters, blue books, and post-its are a good idea. You don’t want to show up to an exam and realize you don’t have anything to write with.

Write Down Everything

When you learn of an upcoming test, event, or anything you must prepare for or attend, immediately jot it in your planner. Don’t wait for later, you will most likely forget it.

Avoid Procrastination

Trust me, I know it’s much easier said than done (I’m procrastinating by writing about procrastination). Just because a paper is due next month, it doesn’t mean you have to wait to do it. If you get things done early, you have time to look over it and your life will feel much more organized and simple. Plus, you won’t have to stress about it when everyone else is in the library hating their lives.

Be the Teacher’s Pet (Kind Of)

Having good relationships with professors is really important. Come to class on time and be alert so you can participate in discussions. If you are having trouble in a course, don’t hesitate to go in for office hours with the professor. It may seem embarrassing, but most professors want to help. Even if you don’t need help, don’t be afraid to stop by just to talk about the class.

Plus, the more you interact with your professor, the better chance they will help you when you need it. They’ll also be more likely to write you a good recommendation. They may even have some tips for how you can stay organized in their class.

Carry a USB With You

On the USB, make one folder for every class. These folders are a great place to store downloads that many professors expect you to have. It also makes finding assignments to turn in really easy; no one wants to spend ten minutes looking through every file on their computer.

The Best Way To Stay Organized Is To Take Care Of Yourself

Being in college is hard — and not just with classes. You need to find time to sleep, eat healthy, and exercise. It’s impossible to get organized if you don’t have the physical, emotional, and mental energy to function. And most importantly, don’t forget to reward yourself for all your hard work.