

Getting—and Staying—Organized

One of the biggest challenges faced by college students is staying organized. And, for student leaders, it can be an even more overwhelming task as you attempt to balance multiple responsibilities, relationships, and schedules. However, by applying a few simple steps you can get—and stay—organized!

SIMPLE Steps and Strategies to Organization

S—Set goals and priorities—identify your goals, prioritize them, break them down into manageable objectives and stick to them. Write them out and put them in a visible place—like your planner, or on your mirror—this will help motivate you and keep you focused.

I—Implement a filing system—eliminate clutter, and find things when you need them, by simply creating your own filing system. Consider creating a file for every class and group you are involved in, using a file cabinet to maintain files, and actually putting materials in the appropriate files IMMEDIATELY.

M—Manage your schedule—your calendar is sure to fill up fast with all the meetings, activities, events, and of course, classes you need to fit in each day. Use one calendar for everything, color coding activities by priority or category, providing some wiggle room in your schedule between activities.

P—Prepare ahead of time—avoid procrastination, sleeping in, or rushing to get something done. Preparing ahead will not only help you stay organized, it will also reduce your stress. Wake-up earlier, get your clothes, lunch and backpack ready the night before, make a to-do-list, and write deadlines in your planner a week early.

L—Lose the clutter—when you enter your office or college room at the start of the year, you do not have clutter. How can you maintain a clutter-free environment? Recycle unnecessary paper, have specific spots for specific things, and use files and folders to manage necessary paperwork.

E—Edit regularly—every other month, edit through your paperwork to see what may not be necessary. With so much available on the Internet, information can get stale quickly. So, edit out the clutter and you'll breathe much easier!

Take some time
to keep in Mind ...

...that you don't need to print off everything you find or receive on the computer. Avoid printing needless documents. You'll benefit from less paper in your life, plus you'll be environmentally friendly.

Stop the Paper Pushing

Paper can be the biggest enemy of organization. We are bombarded by paper—through the mail, our computers, newspapers, classes and meetings—it's everywhere! When trying to organize paper, do the following:

1. Act on it
2. File it
3. Toss it

From www.lifeorganizers.com/school-family/college-organization.htm



e-Organization

Although your computer may look organized, the inner-workings of it may be messy. Help your computer be an organizational helper, rather than a hindrance, by:

- Replying to email immediately and choosing to file or delete
- Keeping your address book updated
- Backing up your documents so you have an extra copy in case of emergency
- Creating file folders in all email accounts to save important documents