

Use Your School Agenda Like a Pro & make the best organizational tool you have work for you!

Have a school agenda? Not sure how to use it beyond writing down daily homework? You're not alone! While most schools hand out agendas to students, they rarely provide instructions on how to use them effectively. We can help.

Agenda Basics

- Bring it to school every day
- Bring it to every class
- Write down all assignments and homework
- Bring it home at night
- Take it out of the book bag and consult it
- Repeat every day

Take agenda skills to the next level with this checklist:

Use your agenda to:

- Prioritize workflow**
Look at all homework and assignments on the page and determine what's most important/ needs to be completed first. Use A-B-Cs to assign importance. (If math is due tomorrow, but history isn't due for 2 days, assign math an A and history a B.)
- Time yourself**
Keep track of how long each assignment takes to complete. (This is a good way to practice estimating how long future tasks might take to complete.)

- Countdown to tests**
Don't just mark a test date down on the actual day; use the pages leading up to that date to create a study countdown.

- Write the test day in the agenda on the day of the test.
- Turn to the previous date's page, and write something such as TEST IN 1 DAY.
- Repeat on every preceding day until today's date, counting up as you move backwards.
- Schedule study time every night between now and the test.

- Move incomplete tasks forward**
When an assignment is completed, check it off. If a task is unfinished, draw an arrow beside that task, then flip the page and write that task on tomorrow's page.

- Keep track of extra-curricular activities**
Agendas are not just for school. They're a great place to keep track of extra-curricular activities, chores, sports, even parties and get-togethers.

- Use the month-at-a-glance page**
Write down regular activities as well as upcoming deadlines and projects to get an idea of how busy the month is in a single glance.

- Write down thoughts**
Keep track of questions to ask the teacher during the next class, ideas for essays, etc.

ORGANIZATION



TIPS

Buy a Planner

Get a planner equipped with a monthly calendar, weekly calendar, and To-Do lists for each week. Keeping your tasks and assignments updated daily or weekly will help you in the long run.

Manage Your Time

Make sure you manage your time wisely. Set high-priority events, tasks, etc. first and work your way around them with less important activities.

Find Your Spot

Create a workspace for yourself whether it's at home, your local coffee shop, or public library. You'll find yourself performing more efficiently.

Color Coordinate

Organize your folders/binders for each subject using different colors. When taking notes, use different colors to mark or highlight important terms.

Regularly Clean Your Space

Whether it's your locker, your backpack, car, or room, routinely organizing and cleaning these areas makes it easier to concentrate & you'll avoid the frustration of losing assignments.

Create a Study Plan

Set realistic goals (short-term & long-term) for yourself. Ex. study 10 min every night & get an A in class. Keeping your goals in mind, utilize various study methods.

7 ORGANIZATIONAL TIPS FOR COLLEGE STUDENTS

1 GET ENOUGH SLEEP
The average adult needs to get
8 hours of sleep per night.

2 DEVELOP A ROUTINE
A well-balance routine of work
and play will reduce stress
during your college experience.

3 CHOOSE YOUR BEST TIME
Whether you are a morning or night
person, schedule critical tasks during
times where you are most alert.

4 MAKE A TO DO LIST
Rank tasks in order of importance.
A plan will give you a sense of direction.

5 CLEAN YOUR WORKSPACE
Remove any items that will
distract you from studying.

6 TAKE NOTES
Take good notes during class and
review them after class
for better retention.

7 TURN OFF DISTRACTIONS
Turning off phones and logging out of
social media will allow you to focus
more attention to your studies.

5 Tips To Keep Your Notes Organized

Prepare	Don't be scrambling for a pen and paper. Go to class with all your materials ready.
Organize	Keep your notes for each class in one place. Use a binder, duotang, or multi-subject notebook to keep notes together. Remember to include a place for any loose handouts.
Label	Use dividers to separate each class into sections by unit or topic.
Chronology	It can be tempting to shove your notes into your binder after a long class, but take the time to ensure that they are in the correct order. Better to take the time now rather than search for them when you need to study.
Maintain	Go through your binder or notebook weekly to ensure that there are no loose papers and repair any that may have ripped.

13 SCIENTIFICALLY PROVEN TIPS TO BECOME ORGANIZED AT WORK AND MORE EFFICIENT

1

PLAN YOUR WEEK AND DAY IN ADVANCE



2

SET GOALS TO EVOLVE PROFESSIONALLY



3

EVALUATE YOURSELF IN A POSITIVE MANNER



4

INCREASE YOUR INFLUENCE IN YOUR PROFESSIONAL NETWORK



5

GET ENOUGH SLEEP



6

DEVELOP YOUR CREATIVITY



7

USE MULTITASKING STRATEGICALLY



8

EVALUATE THE TIME REQUIRED TO COMPLETE EACH TASK



9

REINFORCE YOUR PROFESSIONAL AWARENESS



10

USE IMPLEMENTATION INTENTIONS



11

TAKE CARE OF YOUR WORKSPACE



12

DEVELOP YOUR EMOTIONAL INTELLIGENCE



13

INCREASE YOUR SELF-EFFICACY



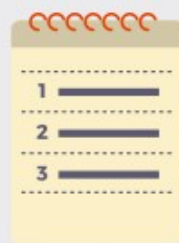
Time Management Tips for Learners

By Bridget Sole



set long-term goals

It's hard to reach your destination if you don't know where you're going. Set short-term goals which will lead you to your long-term goals



write to-do lists

these are reminders of important tasks you need to prioritize.



prioritize

Decide what tasks need to be accomplished first. This will help you plan your week.



budget your time

create a weekly schedule to help you decide how much time to spend on your activities, rest and work.



find a dedicated space & time

have a dedicated space free from distraction where you can get your work done.



Don't be afraid to say NO!

Sometimes you have to decline social activities to make time to study.

powered by

Tips to Stay Organized At Work From Home



Set up a Work Schedule



Always get up and dress well (yes, take a bath & skip those pajamas to feel good)



Turn off notifications, limit distractions

Create a dedicated workspace - keep it separate from home space



Plan out your daily tasks

Keep a planner, to-do list journal, scheduler handy



Keep your desk tidy, have all supplies in arm's reach

Use noise-canceling headphones



List out priority work

Organize your hardware, keep them updated



Stay connected to colleagues, superiors during Google meets over scrums or huddle

Have planned breaks for your meals, house chores (if any), and extra time for breathing fresh air



Maintain good health with proper physical routine & sleep cycle

Focus one task at a time, don't multitask



Stay motivated by indulging yourself in some activities that you relish