

Getting Organized

Study Skills Workshop
Academic Support Center
NMSU-A

Agenda

- Reasons for disorganization
- Benefits of being organized
- Ways to be and stay organized
- Personal Plan
- Survey Completion

To Organize is....

- 1: to cause to develop an organic structure
- 2: to form into a coherent unity or functioning whole : integrate <trying to *organize* her thoughts>
- 3 a: to set up an administrative structure for b: to persuade to associate in an organization ; *especially* : unionize
- 4: to arrange by systematic planning and united effort

intransitive verb

- 1: to undergo physical or organic organization
- 2: to arrange elements into a whole of interdependent parts
- 3: to form an organization ; *specifically* : to form or persuade workers to join a union

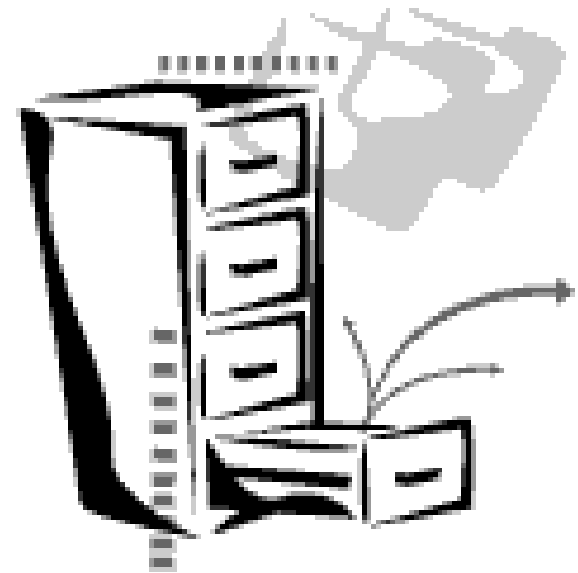
What are reasons for disorganization?

- Overload
- Procrastination
- No System
- Habit



What Are the Benefits of Being Organized?

- Getting more done
- Doing a quality job
- Lower stress levels
- Feeling in control



Ways to stay organized - where to start

- Determine what your short and long-term goals are
- Develop a system for dealing with papers and other materials
- Avoid clutter by having specific places for materials to go
- Plan ahead
- Be willing to throw things away
- Keep your organization system simple

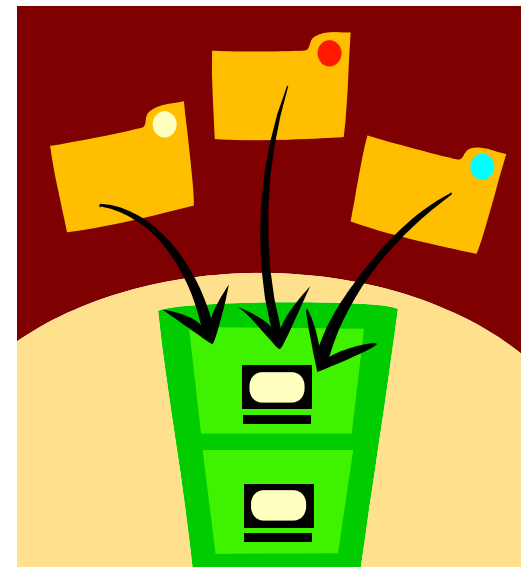
As you become more organized:

- Write out a daily “to-do” list
- Use only one calendar to manage both school, work and personal activities; make sure your calendar is a planning calendar with enough room to record daily activities
- Schedule consistent study times everyday (breaking this down into daily times makes the whole task more manageable and less overwhelming)
- Create an effective study area
- Don't rush

How to stay organized

- Review and adjust previously set goals
- Evaluate and re-evaluate your organization system
- Take one project at a time
- Make sure everyone in your household is responsible for his or her own stuff
- Don't take on too much

Personal Planning



Getting from

Here

To Here

Goal Setting Workshop

Thank you for attending our student success workshop. Please take a few moments to fill out the survey and return it to your facilitator before you leave.

For more information on study skill topics, please visit the
Academic Support Center

(Building



for Student Success)