

Organizational Tips for High School Students

1. **GOALS.** Set realistic goals at the beginning of the school year, and break those large goals into mini-goals. Write these goals down on index cards and keep them in a highly visible place where you can see them every day. Writing down your goals makes them more concrete, and motivates you to keep working towards them.
2. **DON'T RUSH.** Wake up early enough for school to arrive well ahead of time. If you need 30 minutes to get up, shower and dress, pad that time by waking up at least 45 minutes prior to your departure. To ensure you don't turn off your alarm clock and go back to sleep, place your clock at the far end of your room. This way, you actually have to get out of bed to turn it off, and you're most likely to stay up.
3. **PREPARE YOUR WARDROBE.** Before you go to bed each night, choose, iron and lay out your clothes for the next day. This way, you'll be all set to dress and go in the morning.
4. **AVOID CLUTTER.** At the beginning of the school year, you have no clutter. Be careful not to build clutter as the year progresses.
5. **MAKE TO DO LISTS.** Always spend a minimum of 15 minutes per day, preparing your To Do list for tomorrow. In doing so, you will know exactly what tasks you have to accomplish the next day.
6. **EFFECTIVE STUDY AREA.** Designate a quiet, well-lit area for studying. Don't study in front of the television, or in an area of your home where you're bound to be distracted.
7. **GET YOUR BEAUTY SLEEP.** Get a good night's rest. This will ensure you are alert and ready to learn the following day.
8. **AN APPLE A DAY.** Eat three healthy meals each day, along with fruit for snacks. Don't overload on sweets, which cause many people to feel tired.
9. **AVOID OVERLOAD.** While you may sign up for extra school activities, such as basketball or cheerleading, don't take on too much.
10. **USE A STUDENT PLANNER.** Use a good student planner or organizer. The ones that have pocket folders, dividers and planning calendars are ideal.
11. **USE ONE CALENDAR.** Use one calendar to plan all of your school and personal activities, rather than two or more. Heed the old proverb, A man who wears two watches, never knows the correct time.

12. **COLOR-CODE.** You may consider color-coding similar activities on your calendar and binder. For example, highlight all upcoming tests in yellow, study time in green and recreational activities in pink, and also have color coded dividers. For example, red for math, green for English and orange for science.
13. **WRITE IT DOWN.** 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, or you may forget about it.
14. **BREAK UP YOUR STUDY TIME.** Determine how many study hours you need, and schedule study time in your planner. For example, if you need six hours of time to study for a test, you may break that time up into six sessions, of one hour each.
15. **SCHEDULE CONSISTENT STUDY TIMES.** Set aside time every day for study, and make it consistent. For example, set your study time for each afternoon from 4:00pm to 6:00pm. Whatever you do, avoid last minute studying and cramming.
16. **BREAK IT UP.** Break up big tasks, into smaller, bite-sized jobs. For instance, if you have to study three chapters in your history book, study one chapter at a time each day. If you have to work on a project, break it down into three or four stages.
17. **EAT YOUR BROCCOLI FIRST.** Imagine eating your broccoli before your dessert. What would be left for you to look forward to? Just the same, do your homework for your most difficult subjects first. Then, everything else will be a breeze, and therefore, more enjoyable.
18. **GET ASSISTANCE.** If you don't understand a lesson, immediately ask for help. Don't let it get to the point that you're totally confused. A sibling, friend, parent or teacher can be a lifesaver.
19. **WHOOOPS!** If you find yourself getting off track, simply take a deep breath and get back on track. It is better to get slightly off the path, rather than giving up.
20. **REWARD YOURSELF.** Designate enticing rewards for each goal you set, such as a night at the movies, or a quiet, relaxing walk in the park. As you achieve each of your goals, reap your rewards. This will keep you motivated throughout the year.