

The Top 8 Organisational Strategies for Students

- 1) Get a wall chart of the whole year, pin it in a very visible place
- 2) Put on it all the dates for your year – term/semester dates, all holidays, major sports/cultural/social events, tests, exams
- 3) Make another, smaller timetable of your week with all lessons and regular events noted, pin it near your wall calendar
- 4) As soon as you get notice of a new assignment, put the date in your phone calendar and transfer it to your wall calendar as soon as you are home
- 5) Work out what the main stages are for completing the assignment (eg. researching, reading, planning, writing, checking) and your estimate of how many days each stage will take
- 6) Break down the assignment into a series of deadlines (eg. for finishing the researching, the reading etc.) mark the deadlines on your wall calendar
- 7) Every evening make a ‘to do’ list, including the tasks from your wall calendar and give yourself a deadline for each one
- 8) Always get started on the easiest one and when finished move to the most challenging one and then back again

The solution to procrastination is organisation