

# Organizational Skills



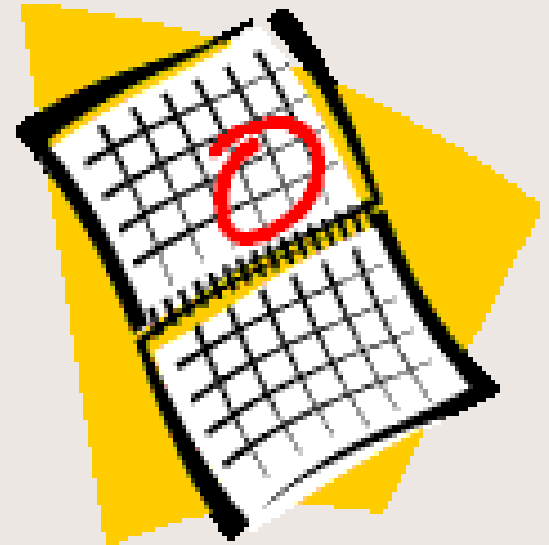
# What's this about?

- ✓ Effective materials management:
  - Notes
  - Books
  - School supplies
- ✓ Taking care of supplies.
- ✓ Taking charge of your academic life.



# Keep a Master Calendar

- ✓ Attach it to your assignment notebook or keep one in your bedroom.
- ✓ Check CCHS monthly newsletter.
- ✓ Update it as needed.
- ✓ Know your weekly schedule.



# Use Checklists

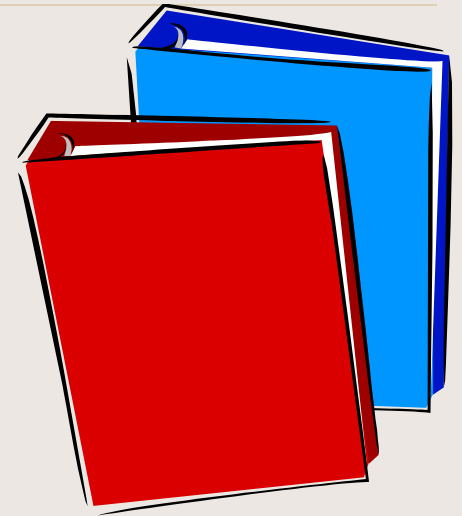
- ✓ Use your assignment notebook every day.
- ✓ Practice a pattern. →  
Make it a ritual. →  
Becomes a habit.



# Keep Organized Binders!

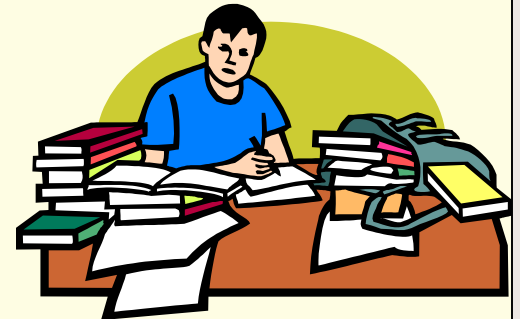
One to hold assignments/assignment notebook you carry with you every day.

Keep all of your completed assignments with your assignment notebook in one binder.



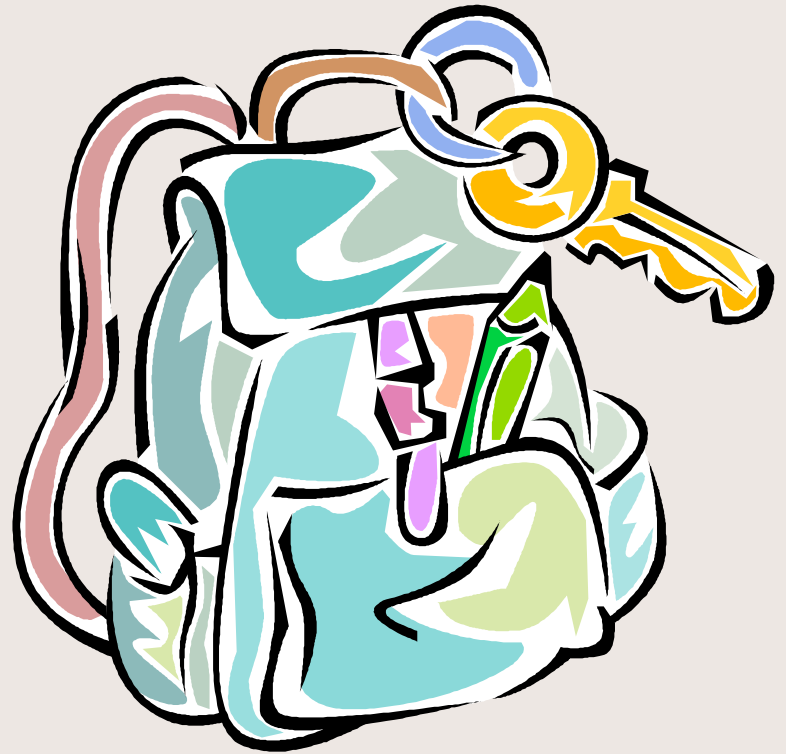
# Organize Homework Assignments

- ✓ Assignments need to be written in assignment notebook that you keep faithfully.
- ✓ Prioritize which assignments you will do first.
  - Assignments with higher point values should be done first.
  - Tests have more priority than assignments.
  - Start hard; do more difficult work first.
  - Do assignments in classes you struggle in first.
  - First due, first done.
- ✓ Finished homework has its own place → assignment notebook.



# About backpacks....

- ✓ Completely unload every day when you get home.
- ✓ Stack things in regular place: your desk, your door, dining room table.
- ✓ Pack your bag the night before not the morning of.



# Conduct a Weekly Clean Up

- ✓ Clean out your backpack, cardinal day/gold day binders and locker at the end of the week.
- ✓ Save materials in separate folders for final exams!
- ✓ Err on the side of caution.

