



STAYING ORGANIZED



**3 TIPS TO STAY ON TRACK FOR
THE SEMESTER**



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TIP #1: KEEP A PLANNER



Whether your planner is virtual or on paper, it can:

- **Help you see all of your assignments, exams, and extracurricular activities in one place**
- **Boost productivity**
- **Help keep you from getting behind in your classes**



TIP #2: ESTABLISH A ROUTINE

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Studies show that having a routine schedule can help improve focus

- **Carve out homework AND study time for each class**
- **Try to wake up at the same time each day**
- **Schedule time to exercise, relax, and see friends each week**



TIP #3: KEEP A CLEAN SPACE



Working in a tidy space can ease stress, boost productivity, and help you stay organized!

- **Keep your notes organized by class**
- **Having a designated area for doing schoolwork**
- **Recycle old papers, throw away trash, and tidy your desk area each day**