

# Be Organized

**Use a student planner.** Take a student planner with you to every class. Record each assignment under the date it's assigned, and write down the date its due. When an assignment is completed, check it off. Also use your planner to keep track of test and quiz dates, activities, and appointments. Every THS student receives a student planner at the beginning of the school year. Ask your counselor if you do not have one.

**Break down assignments.** Large assignments are much more manageable if you break them down into smaller parts. For example, if you have an English paper that's due at the end of the week, you could give yourself four smaller assignments. Writing these kinds of smaller assignments in your planner will help you do your big assignments over a period of time, not at the last minute.

**Use three-ring notebooks for class notes.** Three-ring notebooks work well because you can easily insert handouts. Also, if you miss a class, you can copy someone else's notes and insert them where they belong. If you keep a 3-hole punch in your notebook, you can hole punch your handouts right there in class. You can then put them in your notebook along with your notes for the day.

**Use folders for schoolwork.** Have a different color pocket folder for each class. In these folders, keep your current assignments, along with returned assignments, quizzes, and tests. When a folder starts to get full, take the returned papers out and put them in a safe place at home. Old tests and quizzes can help you study for future tests. In each of your folders, keep a record of your test, quiz, and homework grades for that class. Keeping a record of your grades will eliminate surprises at report card time.

**Have phone numbers for classmates.** Make sure that you have a phone number for at least one person in each class. If you're absent, or if you have a question about an assignment, you'll then have someone to call.

**Keep your locker and backpack neat.** Never stick loose or folded papers inside books, in your backpack, or your locker. Always put them in the correct folder or notebook. Keep your locker and backpack neat, clean, and organized so that you can easily locate materials.

**Get organized before you go to bed.** Each night, put completed homework in the right folders, and get everything organized for the following day. If there's something you need to remember to do in the morning, leave yourself a note so that you don't forget it.