

How to Get Organised for School: 30 Simple Tips for Students (Summary + 3 Bonus Tips!)

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1. Develop a routine

- Write down your general weekly schedule and create a routine.

2. Set rules for yourself

- E.g. Start studying for tests at least one week in advance.

3. Write everything down

- Use a notebook or planner, or use an app like Google Keep.

4. Create your own deadline that is before the actual deadline

- Set your own deadline one or two days before the actual deadline.

5. Work on one task at a time; don't multitask

- Stay focused on the task at hand.

6. Use the following websites and apps . . .

- Habitica, MyStudyLife and KeepMeOut.

7. Use a planner

- Put the planner on your desk once you get to class.
- Alternatively, you can use Google Calendar and Google Keep.

8. Declutter once a week

- Clutter attracts clutter.
- Decluttering once a week will help you to stay organised in general.

9. Put sticky notes on the front door to help you remember things

- Use this tip for things you absolutely don't want to forget.

10. Keep one notebook and one binder for each subject

- This is a better method compared to using only one notebook in which you take notes across all your different subjects.

11. Bring an accordion folder to school every day

- Create one section of the accordion folder for each subject, and label each section clearly.

12. Do filing once a week

- This will ensure that your accordion folder doesn't get too full or messy.

13. Do five minutes of daily planning each day

- Before you start doing your homework or studying for a test, look at your planner first.
- Then, decide what specific tasks to work on for the day.

14. Learn to say no

- If you want to be an organised and effective student, you can't say yes to everything.

15. Block out time in your schedule for the things that matter most

- E.g. Family events, religious activities, volunteering, and studying.

16. Break down big tasks into smaller tasks

- Breaking down big tasks and projects makes them seem less overwhelming and more manageable.

17. Once a week, review the upcoming events in your planner/calendar

- This will help to ensure that you don't overlook any important projects, tests, or assignments.

18. If a task takes two minutes or less to do, do it immediately

- When you follow this rule, small tasks don't pile up and become overwhelming.

19. Clear your desk at the end of each day

- This only takes a minute to do and prevents clutter from building up.

20. Develop a specific plan for every upcoming test and exam

- In addition, create a rough timeline to go along with your plan.

21. Create a conducive environment at home for studying

- If you want to be an effective student, you need to have the right environment to work.

22. Before you start work, eliminate all distractions

- Put your phone in another room, turn off Internet access on your computer, etc.

23. Use a stopwatch or timer

- Using a timer adds a sense of urgency.

24. Double-check that you've completed all the homework that's due the next day

- This will prevent you from scrambling at the last minute or pulling an all-nighter just to get the assignment done.

25. Every day, review all the new information you learned in school earlier that day

- Doing this helps to ensure understanding, so you stay on top of the material.

26. Keep an ongoing list of the questions you have about the class material

- As soon as you're able to, ask your teachers about the items on your list.

27. Every school night, pack your backpack for the following day

- This way, you won't have to scramble in the morning to pack.

28. Wake up a little bit earlier each morning so you don't have to rush

- For most students, waking up 5 to 10 minutes earlier is enough to avoid the unnecessary stress of rushing in the morning.

29. Every school night, pick out the clothes you're going to wear the following day

- This only takes you a minute to do, but makes the morning that much less stressful.

30. Make your bed every morning

- This is a small victory to start the day.

(BONUS) 31. Do a monthly reflection exercise

- During this reflection exercise, ask yourself: What have I been doing well? What have I not been doing well? What should I do differently in the coming month?

(BONUS) 32. Keep only the things you use very often on your desk

- Keep things like your hole puncher, paper clips, rough paper, etc. in your drawer.

(BONUS) 33. After completing each assignment, check your work

- Check for careless mistakes and typos.
- This habit will help you to develop a spirit of excellence.

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