

## 12 Organizational and Time Management Tips for High School Students

Your success in high school can greatly be improved by being organized and using your time wisely. Staying organized can help ease the burden of a busy schedule. While you probably do not have a lot of control over when your classes are scheduled, you do have control of the rest of your time. Here are some important tips to remember:

1. Use your school planner to stay organized. Fill in things you must do (classes, work, practice, etc. that you can't change). Write down appointments and class assignments. Make a daily checklist. Set priorities. Do the most important tasks first.
2. Set achievable goals when you set goal that are unrealistic it sets you up for failure. You want to aim to set goals that are difficult, yet are achievable.
3. Organize some key areas in your life, for example your bedroom, study area, car and locker. By organizing these key areas it will improve your ability to stay on schedule and stay focused during your hectic schedule. You will avoid the most frustrating situation like looking for an assignment that is due and you have no idea if its in your locker piled high with papers, the car that hasn't been cleaned for a who know how long, or your bedroom that looks like an atomic bomb hit it! Being unorganized will cause problems in nearly every area of your life and developing the skill of organization will immensely improve your ability to become successful at whatever you pursue.
4. Schedule the most difficult tasks for times when you are alert. Geometry, for example may be hard enough when you're fresh. When you're tired, it will be impossible!
5. Establish a regular time and place for study. Utilize this space to study during the day if possible.
6. If you have a study hall during school utilize it. Focus on your assignments and to do list in your planner.
7. Use daylight hours to study whenever possible. For most students for every hour of study done in daylight hours, it will take them one and a half hours to do the same task at night. Study during the day especially during study halls.
8. By using flash cards, summary sheets or your notes, you can use short periods to study on your spare time while you're waiting for class to start or for a friend to pick you up.
9. Take study breaks. Do not schedule a night before test cram session. Several short 50 minutes sessions are more affective than one long session.
10. Review Your Notes Every Day. You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.

11. Prepare and organize whatever possible the night before. A few examples would be to pack your book bag and lay out what you intend to wear the next day.

12. Get a Good Night's Sleep. Running on empty makes your days seem longer and your tasks seem more difficult.

### References

<http://frank.mtsu.edu/~studskl/tmths.html>

<http://www.collegeboard.com/student/plan/college-success/116.html>