

How to be an organized student



1. **Have a study schedule.**
2. **Use the calendar** and write down important upcoming events like exam dates and assignment due dates.
3. **Set your long term and short term goals.** Setting daily goals is just as important as setting big goals. These small goals you accomplish everyday directly impact the success of your long term goals too.
4. **Balance is key.** You should also set some time for relaxation and social events.
5. **Keep a notebook** for your classes and lab work. A notebook is important to keep as a reference whenever you forget a particular formula or information. Always remember to write the date on every new page as this makes it easier to find the page you need.
6. **Keep a neat study space.** Avoid a cluttered space as this keeps your mind clear and focused.