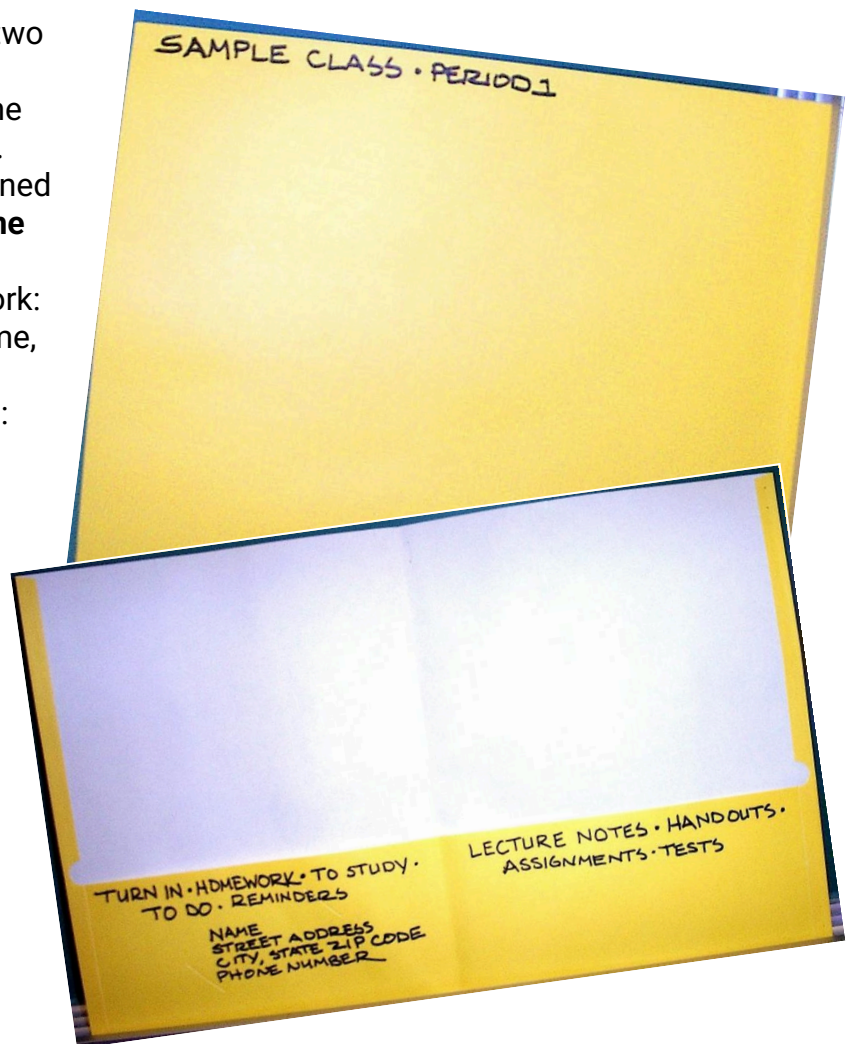# Elements of Organizing
10 Steps To Organize For Success

Can't find that homework in your backpack you were supposed to turn in today? Forget about that test on Thursday? Looking for those Cornell Notes from class the other day to study for tomorrow's class? Didn't remember you were meeting your friends for lunch yesterday? You've got an organizing problem.

When students struggle to be successful, the usual cause is a lack of organization. With a little insight into the elements of organizing, you can use almost any system to be successful. Look at students in your classes who are well-organized and doing well in class. They have a backpack and a calendar planner, and they use it every day and every period. Others have a planner and two-pocket folders they put in their backpack. Others have two-pocket folders in their AVID binder. No matter your style, there is a way to effectively organize yourself better for success.

1. **Use a folder** or binder with two pockets for each class.
2. **Write** the class name and the period number on the cover.
3. If you want your folder returned if you lose it, **write your name** on the inside cover.
4. The *left side* is for active work: To turn in, to work on at home, to study, to do, reminders.
5. The **right side** is for storage: Lecture notes, handouts, returned assignments and tests.
6. **No system will work** if you don't use it.
7. **All systems** will have little details you'll have to work out for yourself.
8. **Organize your work** at the beginning and end of each class every day.
9. When it's time to study, **open each folder** and look in the left pocket.
10. When you're finished, **put your work back** in the left pocket to turn in, or the right pocket to store.

SAMPLE CLASS · PERIOD 1

TURN IN · HOMEWORK · TO STUDY · TO DO · REMINDERS

NAME
STREET ADDRESS
CITY, STATE ZIP CODE
PHONE NUMBER

LECTURE NOTES · HANDOUTS · ASSIGNMENTS · TESTS

Remember, a good system for storing and locating information when you need it has to be quick, simple, fast, and available, and meet all your other organization needs.

AVID SURVEY QUIZ— Organizing For Success   Name_____

Rob Melton — Roosevelt High School   Period_____ Date_____

DIRECTIONS: Answer all of the following questions based on your memory of this information from the last class:

1. What is the one thing you need to organize yourself for each class you have?

2. Why must you write the class name and the period number on your materials?

3. The _____ _____ or front is for these five things:

4. The _____ _____ or back is for these four things:

5. When should you organize your work during the school day?

6. When it's time to study, what should you do?

7. When you are finished studying, where should you put your work?

8. How do you know whether you have a good system?

9. What symptoms reveal whether you need a new organization system or not?

10. What will you have to do with any system you use?