



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 a school planner/weekly calendar 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. Write your goal(s) down in a place where you will see it every day!
3. Organize some key areas in your life, for example your bedroom, study area, car and locker. This will improve your ability to stay on schedule and stay focused during your hectic schedule. You will avoid frustrating situations like looking for an assignment that is due (that you worked hard on but can't find!). Being unorganized causes problems in nearly every area of your life, and developing the skill of organization will immensely improve your ability to become successful, while also lowering your stress levels.
4. Schedule the most difficult tasks for times when you are alert. Statistics, 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 free time 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.
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 30 minutes sessions are more effective than one long session.
10. Review Your Notes Every Day. You'll reinforce what you've learned, so you need less time to study.
11. Prepare for and organize your day 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 all tasks seem more difficult.



MY WEEKLY SCHEDULE

Name: _____

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5:30							
6:30							
7:30							
8:30							
9:30							
10:30 -12							
12:00							
1:00							
2:00							
3:00							
4:00							
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7:00							
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9:00							
10:00							