Welcome to Life Skills for Young Women of the Future

Day 8: The Skill of Organization

Why Organization is so Important:

By being organized, you will:
- *Be more productive*
- *Save time looking for things and more time working on things*
- *This will reduce stress and worry*
- *Make it a habit, and will become one of the multiple positive habits that will be formed from this one skill.*

This skill is one that is important to learn at a young age, because if you start now, you will never struggle with it in highschool, college, and beyond.

How to Stay Organized for the School Year

Most of the times, school organization only lasts a couple weeks in the beginning of the school year and goes back to being unorganized more as the year progresses. Here are some tips to keep your organization a habit for the whole year.

Let us go into two main points:

1) Sticking to a schedule
2) Having a proper workspace

It's very important to not only have an organized section of materials for school, but also having your workspace at home be just as organized.

Sticking to a Schedule:

Here are some tips to help you stick to a schedule:

- Plan out the day the night before: anything that can save you time (and worry) in the morning.
- The more days you do it, the easier it gets. It may be hard the first couple of days in the start of a new schedule, but it will become a habit.
- Plan a schedule that is not overbearing. Try to not put all assignments on one day and space them out based on when they are due.

Having a Proper Workplace:

In order to have an organized workspace, it is important to keep these things in mind:

- Your workspace determines how you work. If your workspace is messy, than chances are you will not work very productively.
- Organize your workspace depending on how you work. Make it personal to you, and in a way you can work without added stress.
- Since school will be different, you will spend more time at in at-home workspace. It is important to make your space as comfortable and organized as possible. Ways to keep it organized is with dividers, shelves, holders, etc.

Examples of workspace organization:

Things that Can Help:

- ❏ *Having a Planner:* As the year progress and assignments keep piling up, it is important to have a planner to keep track of test days, important meetings, and other necessary information.

- ❏ *Creating a Weekly Schedule:* Figure out what each school day would look like before the school year starts.

- ❏ *Having separate folders for each class:* For me it is easier to have all of my assignments separate, and putting them all in a binder by order of class.

Organizing Your Goals Ahead of Time:

Before the school year starts, it would be very helpful for you to write down all of your goals for the year. Look back on what worked and what did not work last year, and know what things you should fix or repeat for this year. By doing this, you will start the chain of positive habits for the year.

★ Write down the positive habits that have been working so far. Keep track of this in your daily routines.