

Organizational Skills

Organizational skills are necessary for anyone to succeed as a leader. The following tips can help you practice some helpful routines regardless of your organizational tendencies.

- 1. Create to-do lists**
 - Checklists will allow you to be reminded of the pertinent assignments and errands you need to do. Also, you will feel a sense of achievement each time you are able to check off something off your list. This will help alleviate stress.
- 2. Use a digital or paper agenda**
 - Whether you like to keep track of your activities and due dates on your iphone, ipad, or paper calendar, this tool is important to stay on track. It will help with time management if you are able to see your responsibilities weekly and monthly.
- 3. Covert your tasks into actual time**
 - If you are able to understand your assigned tasks in terms of days, hours, or minutes, you will be able to organize your schedule accordingly. Make sure to give yourself enough time to always adequately finish each task
- 4. Create a study space**
 - Study where you feel comfortable and have easy access to a computer and supplies.
- 5. Keep separate organized notebooks and folders**
 - This allows for you to easily locate what you need without wasting time. Keeping folders with “to do” and “done” assignments also helps to keep you on track with what needs to be done
- 6. Have a consistent schedule**
 - Try to keep a regular bed time, designated computer and TV time, and study time. This will keep your life consistent and organized.
- 7. Prepare for your day before you go to sleep**
 - By pulling together everything you need the next day from assignments to lunch to projects, this will keep you from forgetting something important during the morning rush
- 8. Remember: It is NEVER too late to get organized!**

Adapted from Long Beach City College and Willamette University