How to Get More Organized

Do unpleasant tasks first - get the stuff that is just no fun out of the way first. You'll feel a greater sense of relief and accomplishment and can feel more energy to do the other things that remain to be done (less likely to procrastinate.)

Become aware of your body rhythms and work with them - if you are more able to focus and get things done in the morning, plan important tasks for this time of day.

Protect your prime time - do not schedule anything during those really productive times of day except those high priority items on your to-do list.

Learn to say "no" - don't let timidity, fear of offending, or desire for approval to enslave you. Learn acceptable ways to say no:

- I'd rather not,
- I can't do that right now.
- No, I've promised that time to another project.
- Nope, just can't do that one.

Use a month-at-a-glance calendar to give you the big picture of exams, due dates on papers, and break times.

Keep goals visible and they will keep you on task

Battle perfectionism and procrastination - be aware of the ways you talk yourself out of being productive and think ahead of time how to combat those situations.

Keep your work area organized - when you finish working on a project, write yourself a note of the next step or two you need to take, then put things away and make your work area as neat and inviting as possible.

Lead a balanced life - schedule time to work out, have fun, and enjoy friends or family.

Be focused but flexible - all good plans go awry; just pick up where you left off and put your attention back on tasks.