

## 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.