



## Get Organized

*"Nothing is so fatiguing as the eternal hanging on of an uncompleted task."*  
~William James

Do you ever get the notion, after a particularly grueling day (week? month!) that the clowns are running the circus? The life of a college student can sometimes be hectic and unpredictable, but you don't want to let it become chaotic and out-of-control. As King Lear said, ". . . that way madness lies."

One very simple way to help alleviate some of the stress associated with being a student is to organize your time and space. All this requires is a little planning and a system that works for you.

- ✓ Set aside a little time, daily and weekly, to plan and think ahead
- ✓ Use external organizers to keep track of assignments, etc. (calendars, syllabi, planners)
- ✓ Be realistic about time requirements and constraints
- ✓ Carry a memo pad and write things down
- ✓ Learn to say "no" sometimes – don't take on more obligations than you can reasonably handle
- ✓ Practice delayed gratification when necessary
- ✓ Have places for things (bags, bins, folders, hooks) and get in the habit of using them
- ✓ Once a week, clean out your backpack and straighten up your desk

Being more organized allows you to be more aware and in control of what's going on in your life. What have you got to lose, besides stress and anxiety?  
What have you got to gain?

- ✓ More sleep
- ✓ More energy
- ✓ Better outlook
- ✓ Improved output and performance
- ✓ More time for relaxation and reflection

So, find the time to plan (and tidy up a bit), and don't let yourself become fortune's fool.