**Getting organized**

**Do you find it difficult to locate notes from specific lectures?**

**Do you have several folders containing the notes from your lectures?**

* Each week **clear and sort out** loose papers and hand-outs into colour-coded or labelled files and folders. Use one colour for each subject.
* **File** lecture notes etc. in the correct file as soon as you get home.
* **Label** file folders, boxes, notebooks using colour codes or pictures.
* Keep your desk tidy. **Sort** similar items together in drawers.
* Use a **wall planner** in addition to a diary, or put all your diary and timetable into Microsoft Outlook and link this to your mobile phone or Google calendar in My Space.
* File appropriately information to be kept. **Toss** outdated/ irrelevant information. Make a ‘to do now’ and ‘done’ trays as well as a **recycle** bin so that you can sort as you go.
* **Ask others** if you are not sure what should be kept.
* Use see-through containers or clear files to store documents with **colour-coded labels** or use clearly labelled coloured files for different modules and projects.
* Use transparent pencil cases and folders so you can see the contents easily.
* Set up **different folders for different modules** on your computer desktop rather than having lots of individual documents cluttering up the space.
* Use **Blackboard** or **Dropbox** to store electronic notes, assignments etc.

