Organization

There are many different tips and strategies to help you improve organization. The key is to find what works for you! And, just to be clear, what works for you might not be the same as what works for someone else.

Here is a list of organization tips and strategies from a variety of sources.

1. **Use a planner** – You can use a traditional book-style planner, a desktop planner, whiteboard, mobile app like myHomework or MyStudyLife, or even a simple notebook.
2. **Designate a study space** – Choose a designated study space that helps you stay organized and focused on learning.
3. **Limit distractions** – Put a "Do Not Disturb" sign on your door, and "park" your electronic devices. There is even a fun app called Forest, which allows you to "plant a seed in the forest," and while you are focused on your work, the seed will grow into a tree. With this app, you can actually earn credits to plant real trees around the world!
4. **Take Breaks** – Taking a short break between assignments can help your mind stay fresh and focused. Get up, move around, stretch, get a drink or snack, put on some music, etc. Just make sure you get back to your studies in a few minutes. Using a timer or phone alarm can help with this.
5. **Use colors strategically** – Otherwise known as color-coding, you can use a different color to identify each school subject, which will help you keep track of assignments and organize your notebooks.
6. **Create mobile study bins** – Personalize a plastic bin with essentials like paper, pencils, pens, Wite-Out, Post-it Notes, calculator, dictionary, thesaurus and any other supplies you might need.
7. **Embrace what works** – Try different strategies for organization, and find what works for you! 😊

Resources
www.brandpointcontent.com – *"7 Simple Tips to Stay Organized for Back-to-School 2020"*
https://yourteenmag.com – *"10 Tips for Helping Teens Get Organized"*
https://kidshealth.org – *"Organizing Schoolwork & Assignments" and "Helping Your Teen with Homework"*
https://raisingteenstoday.com – *"6 AMAZING Organization Apps for Teenagers"*