

How to Organize Assignments

- **Have a Different Colored 3 Ring Binder with Pocket for each Class**
 - Use Tabbed Dividers to Make Several Sections
 - Syllabus
 - Lecture Notes – be sure to date notes for each class; this comes in handy when studying for exams/quizzes
 - Assignments
 - Handouts
 - Exams
 - Use the side Pockets in the Binder to store any handouts you may receive in class until you have a chance to use a hole punch to file them in the appropriate section
- **Have a Daily Planner You Carry with You at ALL Times**
 - Record assignments and due dates in your planner as soon as you receive the syllabi for your courses
 - Make changes or updates to assignments and due dates as they occur in class
 - Be sure to record all other activities in your planner as well
 - Practices
 - Games
 - Meetings
- **Use Your Computer to Organize Assignments and Due Dates**
 - Make use of the calendar associated with Microsoft Outlook
 - Microsoft Outlook can be utilized using your campus email account
 - Can be accessed through webmail
 - Can be synced with many phones including the Blackberry
 - Good back-up in case you “misplace” your Day Planner
 - Gives automatic pop up message reminders of upcoming assignments/meetings
- **Cross Off or Make a Check Mark Next to Assignments as You Complete Them**
 - Allows you to see at a quick glance what you have completed and what remains
 - Gives you the satisfaction of seeing what you have accomplished!
 - This feature is also available in the calendar function of Microsoft Outlook