

# MAKING A STRONG START TO THE NEW YEAR

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## Organizing & Study Planning

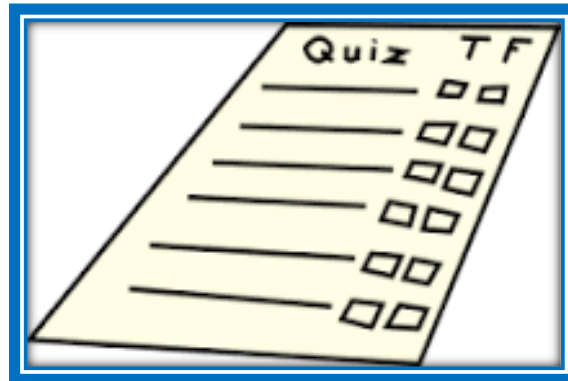
Center for Academic Success & Exploration

[www.butler.edu/learning](http://www.butler.edu/learning)

Butler University

# How Organized am I?

Let's Take a Quiz  
About Organization!



# Where to Start?

## Let's Get Organized & Plan!

- ✓ **Create a Clean Workspace:** Make your study area neat and clutter-free. Remove any items that will keep you from doing your coursework.
- ✓ **Planners:** Notebook style, Calendars (wall or desk), Whiteboard, Electronic devices ...



**A MUST  
HAVE!!!**



## Weekly Planner

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
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10:00pm							
11:00pm							
12:00am							

# More Helpful Items!

## Let's Get Organized & Plan!

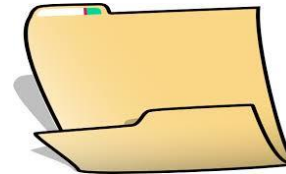
✓ Binders:



✓ Tabs for Binders:



✓ Folders (pocket and manila):



**Note:**

When possible, recycle binders and folders from last semester!

# I Have My Organizational Items . . .

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What Now?

# Deconstruct your Syllabi!



**IT'S IN THE SYLLABUS**

## DECONSTRUCTING YOUR SYLLABUS

### SYLLABUS REVIEW:

Review the course syllabus, and discover the answers to the following questions:

What is your professor's name?

Where is your professor's office located?

List two ways you can get in touch with your professor:

- a.
- b.

What materials will you need for this course?

What are the expectations regarding:

- Homework?
- Quizzes?
- Exams?
- The final exam?

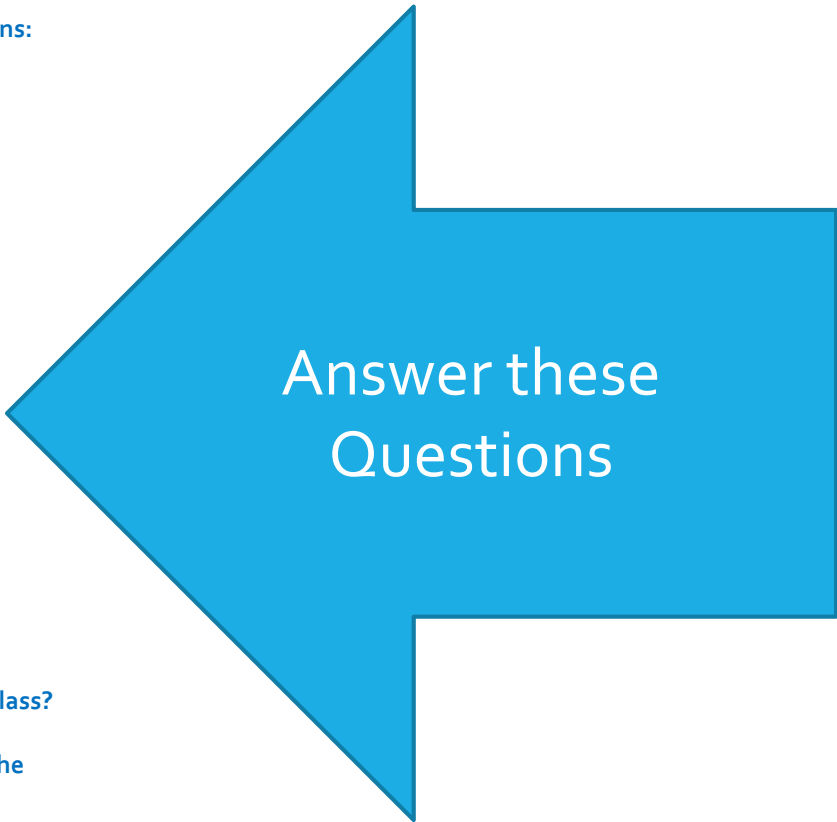
How will your grade be determined in this course? (How many points is each assignment worth?)

What is your professor's policy on cell phones and other electronic devices in class?

List two questions that you have about this course that are not answered on the syllabus:

- a.
- b.

*Adapted from "Syllabus Scavenger Hunt," Georgia Southern University, College of Liberal Arts and Social Sciences, Communication Arts, Spring 2008.*



Answer these  
Questions



# What Should I Do Next?

- ✓ **Put all Assignments, Tests, Quizzes, Projects, Planned Study Times, and Start & Due Dates in Your Planner:**  
Suggestion – Use a pencil so you can make changes easily & color-code if helpful.
- ✓ **Binders with Tabs:**  
Keep your class notes and coursework in order. When it comes to planning & studying, it is helpful to have everything in one place (e.g., one folder on your computer desktop or one notebook).
- ✓ **Try a Pocket Folder for Daily Use with Each Course to Save Backpack Space:**  
Place new information from pocket folder in corresponding binder after each class period.

# Stock Your Backpack



Don't head out without pens, pencils, highlighters, a notebook, etc. – i.e., anything you consider essential, and be sure to show up for class with something to take notes.

- ✓ For early classes, plan the evening before.
- ✓ Pack a snack, just in case plans change.

# Study Planning Tips

- ✓ **Determine Your Best Time to Study:** Are you a morning person or a night person? Schedule your most critical tasks when you are most alert and not sluggish. It's smart to book your studying when you will get the most out of it.
  - Some research shows that 60 minutes of studying during the day is the equivalent to 90 minutes of studying at night.
- ✓ **Make a To-Do List:** Determine the 3 most important things you must accomplish during your study session.
- ✓ **Use Your Phone for Reminders, Timing & Alarms:**
  - Set your phone to remind you in advance of important events, so you don't forget to turn in a project or study for an exam.
  - Use the timing function or "do not disturb" feature for setting a duration of study time. That way you won't be bothered with all of the incoming texts.
  - Use the alarm for letting you know when to take a break and when to get back to work. If your phone is just too much of a distraction, turn it off and put it away.

# A Few More Study Planning Tips

## ✓ **Form a Study Group:**

Bringing classmates together could prove to be a valuable study planning and learning strategy.

- Discussing theories and quizzing each other can help boost your knowledge on subject matter.
- Try to limit your study group to 5-6 people to keep it from turning into a social event.
- Reserve a space in the library, a classroom or lab area.

## ✓ **Backpack Study Planning:**

Before heading out to study, add to your backpack the textbook and binders, notes, handouts, study guides, etc., for the courses you will be studying. It can be a real time-waster when you realize you have forgotten something you need to have a productive study session.

# Summary

## Step 1

- Clean Workspace
- Get Planner(s)
- Get Organizational Supplies

## Step 2

- Deconstruct Syllabi
- Use Planner, Binders . . .

## Step 3

- Try New Organizing System
- Stock Backpack

## Step 4

- Determine Best Study Time
- Make To-Do List
- Form Study Group
- Backpack Study Planning

# **Organization & Study Planning Words of Wisdom**

**Organizing & Study Planning  
=  
Performing at Maximum Potential  
=  
Academic Success!**

# Questions?



If you have any questions or need further assistance,

please contact us in the

**Center for Academic Success  
& Exploration (CASE)**

in Jordan Hall 144,

or email us at [learning@butler.edu](mailto:learning@butler.edu).