ORGANIZATIONAL SKILLS
You need...

- A daily planner with a calendar and space for assignments
- A clearly labeled binder for each subject with dividers within the binder
- A neat locker and book bag
Completing Work

- Prioritize your assignments and complete the most important assignments first
- Check off your assignments when you complete them
- Have an assignment folder for all completed work that you always have with you
Notetaking

• Take detailed notes in all classes
• Write down the points that the teacher is stressing and mark them in some way
• Develop your own note-taking style and use it for all of your classes
Techniques to make notes helpful

• Highlight key terms and concepts
• Use a type of outline
• Use different colors of ink
Where does organization help in the future?

- College
- Jobs
- Budgeting Money
- Paying Bills
- Remembering Important Dates
Organization eliminates:

- Stress
- Chaos
- Confusion
AND.....

• ORGANIZATION LEADS TO SUCCESS!