

PAA TIP OF THE WEEK

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GETTING ORGANIZED!

Hey Forbes! With classes and co-curriculars already picking up speed, it's all too easy to slack off on organization. However, an organized system of notes can spare you from a world of headaches, especially when you're faced with a pile of syllabi and papers from four or five subjects during midterm week. That's why it's important to get into the habit of sorting your class notes early on in the semester.

One system I recommend is allocating a binder for a specific subject, so that whenever you receive a new document, you can easily date it and place it in the corresponding folder. This also helps you to easily recall what you learned from each lecture and precept.

To stay on top of your schedule, you can use a hard copy planner or an e-calendar.

Google calendar is a popular e-calendar, and PandaPlanner is a cool hard copy planner that can help you organize tasks that you have to accomplish.

If you find yourself struggling to finish all of your tasks in any given day, you can number them based on their priority and any remaining items can be moved to the next day. Additionally, being able to view all of your classes and activities for each month in one central location can be extremely helpful when you need to figure out how much time you have to study for weekly homework assignments, long-term projects and various quizzes and exams.

You should pencil those dates in NOW to avoid missing deadlines later!

Finally, do not forget to schedule in time for self-care or **SHEER:**

SLEEP, HYDRATE, EAT, EXERCISE, REST!

Have an amazing fall semester everyone :)

For additional academic support, check in with your PAAs or have a chat with Dr. Andrews

LAST DAY TO
ADD/DROP/
SWAP!

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