

How to Stay Organized in Your First Semester

- [] Use a planner (digital or paper) to track class times, due dates, and activities.
- [] Break big tasks into smaller steps with deadlines.
- [] Create a dedicated, clutter-free study space.
- [] Color-code your notes, folders, and calendar by class.
- [] Stick to a daily routine for sleep, study, and meals.
- [] Declutter your digital files and physical workspace weekly.
- [] Set aside time each weekend to review your progress and plan the upcoming week.
- [] Reach out for help from professors, advisors, or tutoring centers when needed.