

Getting Organized & Keeping Track of Things

Capturing Everything

What do you need to keep track of?

What are you having the most trouble remembering?

What are the most important things?

What is the most time-sensitive?

What tools can you use?

How will you remember to use it?

Keeping track of it all

How often will you need to use it?



LASSO Center
Academic Resources
021 Classroom Building
lasso.okstate.edu



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How confident do you feel about how you organize and track important things?
(1 = not at all confident; 10 = very confident)

1 2 3 4 5 6 7 8 9 10

What would it take for that number to go up 1 point?

Organizing your energy

What are some of your daily habits?	Helpful Habit?	Daily Routine	
1.	Yes/No	Wake Up _____	Go to Bed _____
2.	Yes/No	Your Ideal Study Session	
3.	Yes/No	Length _____	Location _____

How would you rate how effectively you manage your energy?
(1 = not at all confident; 10 = very confident)

1 2 3 4 5 6 7 8 9 10

What would it take for that number to go up 1 point?

What is one small step you can take to make progress towards these goals?

