Getting Organized & Keeping Track of Things

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?

How often will you need to use it?

Capturing Everything

Keeping track of it all

LASSO Center
Academic Resources
021 Classroom Building
lasso.oksate.edu
Getting Organized & Keeping Track of Things

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?

What are some of your daily habits?

1. __________, Helpful Habit? Yes/No
2. __________, Helpful Habit? Yes/No
3. __________, Helpful Habit? Yes/No

Daily Routine

Wake Up __________
Go to Bed __________

Your Ideal Study Session

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?