



## UPPER YEARS—GRADES NINE TO TWELVE



### WHAT YOU NEED TO KNOW:

Organization is the process of building logical and systematic working skills through planning.

The good thing about organization is that it's never too early or too late to improve organizational abilities.

Even the most disorganized student can unlearn bad habits, re-learn good habits, and start implementing better skills at any point.

The organizational skills that students developed when they were younger translate into how they think and learn.

In high school, organizational skills are needed to sort information and write essays effectively, to think logically and critically, and use time wisely.

In high school, poor organization skills can lead to grades being lost to silly mistakes.



### GET ORGANIZED! HERE'S HOW



Before any assignment is done, double check that all tasks have been completed.



Look ahead to tomorrow. Gather all the supplies that are needed for the next day.



Keep all study and homework materials—pens, paper, calculators, dictionaries, and whiteout in a single spot. Get a clear bin to keep everything easily accessible. Don't waste time searching for homework-related items.



Use a wall calendar to keep track of all activities and chores.



Make daily to-do lists in the agenda and check off items as they are completed.



Plan homework time. Start with the hardest and move to the easier or vice versa.



Focus on one subject at a time to prevent stress.



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