



Tri-Ed Tutoring

expand. excel. exceed.

Organizational skills can decrease the amount of time and effort it takes to study. Tri-Ed's "Organize-for-Success" checklist offers tips and strategies to get—and stay—organized.

Study Area

- Establish a dedicated study area.
- Maintain a homework routine and study at the same time every day.
- Keep all school supplies in your study area, including back-up supplies.
- Designate a place for all supplies.
- Put away supplies before leaving your study area.
- Use sticky notes as reminders with each color representing a different task or subject.
- Eliminate distractions (i.e. turn off alerts on phone and use computer only for homework during this time).
- Focus on one task at a time.
- Pack your backpack the night before.

Homework Assignments

- Use a homework planner or app with a section for each subject.
- Keep a homework to-do list.
- Track homework and project due dates in a paper or electronic calendar.
- Break down big assignments into smaller tasks and calendar each task.
- Prioritize homework and manage time effectively.
- Set a timer for 30-45 minutes and wait until the timer goes off before taking a break.
- Place completed homework in a two-pocket folder or accordion folder.
- Create a checklist to include what materials need to be brought home from school and vice versa.

Homework Planner Apps

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| <input type="checkbox"/> School Planner | <input type="checkbox"/> myHomework Student Planner |
| <input type="checkbox"/> My Study Life | <input type="checkbox"/> iStudiez |
| <input type="checkbox"/> Chalkboard Homework Planner | <input type="checkbox"/> Trello |