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.
- ☐ 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 ones.
- ☐ 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

- ☐ School Planner
- ☐ My Study Life
- ☐ Chalkboard

myHomework Student Planner

iStudiez

Trello