Get Organized Lesson 1: Why do we need to focus on organization?

Would you consider yourself an organized person right now? Why or why not?

How important would you consider organization in your normal life?

What do you think is the biggest hindrance right now for your own organization?

If there were one thing that could make the biggest difference in helping you become an organized person this year, what do you think it would be?

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Get Organized Lesson 2: What are the two biggest grade-killers for students?

How many zeroes do you think had last semester?

How frequently do you get a late grade?

What is the impact on your grades of your late and missing assignments in the past?

How would it impact your year if you had no missing or late assignments?

Why should you work on this area? Answer this as personally as possible.

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Get Organized Lesson 3: How do most students try to stay organized?

What was the approach StudyRight suggested most people try to use to get organized?

Describe what a subject-first organization strategy is:

Before watching the next video, think about some of the potential problems with a subject-first organization strategy and write them down.

What is the primary way you file your assignments right now? (For example, what is the first thing you think about when looking for where to place that assignment. If you have a subject-first setup, the first thought is, “what class is this homework for?”)

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Get Organized Lesson 4: What's wrong with Subject-First organization?

What are the two main goals of any organization system?

Which of the two main goals of any organization system does a subject-first organization system not do very well?

Describe in your own words the pitfalls of having a subject-first organization system.

Describe your own personal organization system currently. In your opinion, how effective is it at accomplishing both of these two main goals?

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Get Organized Lesson 5: How can we improve our organization strategy?

What is the main key of making your organization system effective?

What are two ways you could remove decision making from your organization system?

How many decisions do you make for organizing right now every class period? Think about it, and actually try to count them. Include trips to the locker, finding old papers, writing notes, filing in-class work, returned work, or new homework that needs to be completed, and where exactly all of those items should go.

How could removing all the decisions you have to make from your organization system help you stay in better control of your work?

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Get Organized Lesson 6: What are the 5 assignment status needed to get organized?

What is the difference in subject-first and assignment-first organization?

What are the 5 assignment statuses? (don't look back at your notes -- see if you can remember them)

Explain each of the 5 assignment statuses in your words:

Why do you think this strategy simplifies a subject-first system?

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Get Organized Lesson 7: How do I set up one binder for all of my classes? Part A

What are the 5 assignment statuses? Just a review question, but make sure you remember them:

Draw a diagram of the 3 out of the 5 locations for assignment statuses in the single binder:

What are some of the other benefits of having one binder for all of our work?

Which of the locations should be organized by subject?

What questions do you have about this strategy? Make sure to ask someone or shoot info@studyright.net an email.

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Get Organized Lesson 8: How do I set up one binder for all of my classes? Part B

Where do you put your old graded assignments?

Why move assignments from our binder into our filed assignments folder?

How many note-taking locations should you have? ____
How many note-taking locations do you have right now? ____
How do you think this strategy could impact your grades?

How could you apply these principles of organization to the rest of your life? Try to describe at least 2 ways:

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Get Organized Lesson 9: How do I keep from losing papers and turn in every assignment on time?

Why is using a consistent system important for organization?

Describe in your own words the term “a system of organization”:

How many systems do you have in place for staying organized right now?

Would you consider yourself a piler or a filer?

What -- if anything -- is the biggest challenge for you getting an effective organization system in place?

What is one thing that will help you overcome your biggest challenge to getting organized?

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Get Organized Lesson 10: How do I stay organized for an entire semester?

How often have you started a semester organized?

How often have you finished the semester as organized?

Why in your opinion does organization get difficult over the long-haul?

What is the biggest key Skylar mentioned for staying organized?

What gets in the way of your being consistent?

What is one thing you could you do to overcome it this year?

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Get Organized Lesson 11: Follow up

What was most helpful from this lesson?

What do you need to take away from this lesson?

What's your next step?

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