

# Organize with Action in Mind

Do you have the goal of acting on what you are organizing? That's the real goal of the best organization systems. It's not just to keep things around. The goal is to help move assignments through your system so that you learn what you need to and can find old things once you've completed them.

Consider these questions to improve your workflow:

- Do you have one place you keep all incomplete work?
- Do you have a system to make sure all new assignments make it to that place (even just writing the assignment on a blank sheet of paper works)?
- Do you have a separate place for storing old work that you will only need for reference and/or proving you turned it in if an instructor misplaces your grade?
- What could you do today to make the start of your study sessions go more smoothly? An organization system that is focused on action will be a tremendous help in getting you into work mode faster.

