

# Simplify Your Organization System

You have just 5 different assignment statuses that you need to take care of. It doesn't matter to us what system you use to manage them. It does matter that you organize first and foremost by the status of an assignment. If you'll do that, it will immediately help you reduce the decisions you need to make. There are only 5 places something can go, after all.

## The 5 Assignment Statuses -- Write Where Each Goes:

1. New Assignments
2. Completed Assignments
3. Graded Assignments
4. Old Graded Assignments
5. In-class Work or Notes

By simply making these decisions before you get an assignment back, you'll make major strides in getting organized.

