

Surviving High School- Organization & Time Management!

BUT I CAN'T FIND MY STUFF SO I CAN'T DO ANYTHING?

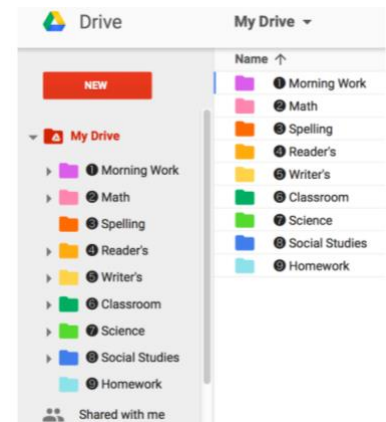
Yes, this is a common problem with the transition to high school-- keeping track of everything. Every teacher has a different system--some stuff is on paper and some stuff in online. You **HAVE** to find an organization system that works for you.

Organization ideas:

1. Google Docs: this might be a surprise, but if you did not create the doc yourself, or make a copy from your teacher, you will need to **save** the document to your google drive. I always recommend taking time to save docs to different folders, perhaps one folder for each class.
You can even color code the folders!

2. **Also take a day every week to sift through your backpack.**

3. Have one real-life folder per class to keep track of paper handouts. Perhaps a thin binder with all of the folders in one place. You have to figure out what works for you!



Organization is the key to success. If you know you have stuff to do but you don't even know where your stuff IS, you can't get anywhere So, keep track of your stuff!

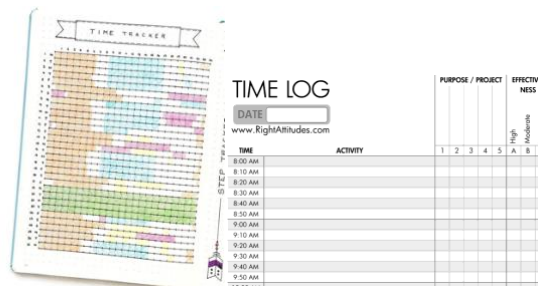
When it comes to learning time management, you first need to know where you are so you can know what to where to go. How are you managing your time and why is it not working well?

WHAT EVEN IS TIME MANAGEMENT?

You have a lot of stuff going on in high school and a lot of things pulling at your time. You probably don't know how to fit it all in one day! You're not alone, this is difficult for the vast majority of high schoolers.

Start with Time Tracking:

For a few days, keep track of how much time you take on tasks, and how your day is divided. This could be as easy as making a bar chart and graphing time spent, or an time log to mark off what you did at 10 min. increments.



When you track your time, you'll start to realize how much time you really have for work and how long things take to complete. This will make you a much more time efficient student.

Now, that you know you have, for example: 4 hours at night to get work done, you need to decide what works best for you to help you **MANAGE** your time and what work you **ACTUALLY** need to get done!

Then you pick a way to divide up your day, and think about your time- There are a few methods to try, to use your time well:

Eisenhower Matrix

Divide your work into four categories:

- Quadrant 1: Important and urgent (do this first)
- Quadrant 2: Important, but not urgent (add this to your schedule)
- Quadrant 3: Not important, but urgent (delegate or automate)
- Quadrant 4: Not important, not urgent (get rid of it)

Once you're divided up, you tackle quadrants in order. This helps you not feel overwhelmed with EVERYTHING you need to get done in one sitting.

Pomodoro technique

The basic idea is that you break down your work into intervals (called pomodoros) of 25 minutes each with 5-minute breaks in between

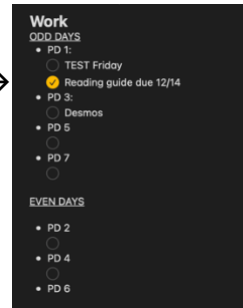
BUT I CAN'T REMEMBER WHAT WORK I HAVE:

Something that is super surprising to high schoolers, is that your brain can't house all of that information anymore. What worked in middle school, might not work well in high school. You probably need to try writing down assignments, projects and reminders to turn things in.

Suggestions for keeping track of work:

Apps---

1. NOTES app is a common one students use, it's free and already on your computer →
2. Canvas:
 - a. The calendar function will have assignments posted by teachers
 - b. The right hand column of your dashboard always has upcoming things to complete
 - c. PARENTS can observe their students canvas pages: Parents can see assignment details, and their child's submissions, scores, and specific feedback. To monitor progress in Canvas, Parents/Guardians must create a Canvas Parent Observer Account:
 - i. Step-by-Step Guide: [Set up an APS Canvas Parent Observer account](#)
 - ii. Parents/Guardians must log in using the [APS Canvas Parent Login](#) on the [ParentVUE & Canvas](#) webpage
 - iii. [Canvas Parent Account FAQs](#)
3. Any online calendar: share calendars with parents and insert projects/ assignments so parents can also see what needs to get done and the time you have to do it all.
4. Reminders App, set alerts with due dates—also already on your computer
5. Stickies on Macbook—also already on your computer. Can set it up the same way you set up Notes
6. Microsoft todo (can share with parents)
7. The homework app
8. My Homework
9. Istudiez
10. Wunderlist
11. 30/30
12. Flashcards deluxe
13. Studyblue
14. Gmail--task list/ calendar
15. Remember the milk
16. Notion: includes notetaking features



There are a ton of apps out there that help you keep track of your to-dos. Time management is a *habit*, a *discipline*. It is a learned behavior. Now is the time to form those habits.