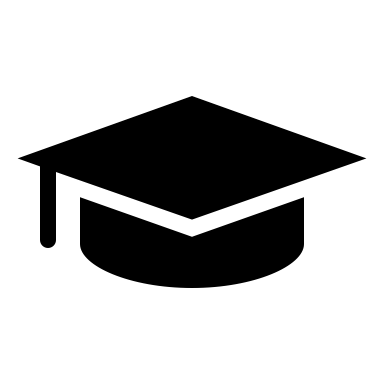
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**University Learning Center:**

**Crash Course Study Skills #4**

**Planning and Organization**

Created by Megan Miller

**Overview of the Online Academic Makeover Workshops**

Thank you for taking an interest in the Online Academic Makeover Workshops! The University Learning Center at California State University, Fullerton is passionate about helping students learn how to learn. The goal of the online workshops created by the University Learning Center is to help students understand the value of fundamental concepts that are vital to student success throughout the college experience. In addition to the high impact practice of peer-to-peer tutoring, the online workshops enable students to learn student success secrets virtually anywhere at any point throughout the academic year.

To better support student learning, a workshop packet accompanies each online workshop. Each packet has a pre-reflection, guided notes, and a post-reflection. We encourage students to answer the prompts of the pre-reflection before viewing the workshop video. There are no correct or incorrect responses since the pre-reflection serves as a tool to help the workshop participant to consider themselves and focus on the workshop content that is most relevant to them. The guided notes are intended to help the workshop participant focus on the big ideas presented in the videos. Additional notes are recommended! The workshops are most effective when participants create meaning for themselves. The post-reflection is meant to be completed after the workshop video has been viewed. This section allows the workshop participant to check and see if they understood the main ideas from the workshop and make more personal connections while considering ways to apply what was learned.

The University Learning Center appreciates your interest in our online workshop series, and we hope you learn something new!

Happy Learning!

**The University Learning Center Team**

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**Planning & Organization Online Workshop Pre-Reflection**

1. Describe your current organizational strategy or method for your academic materials. How effective do you feel that your current system is? Explain.
2. How does an efficient planning an organizational system contribute to student success?
3. What are some tools that can be utilized for planning an organization? What experience do you have with the tools you described?
4. How does planning and creating a planning system connect to time management?
5. What questions do you have about planning an organizing? What do you want to learn?

**Planning & Organizing Workshop Guided Notes**

* Students tend to have 2 modes
  + Planning Mode
  + Robot Mode

Robot Mode: when you buckle down to study for a test, finish a homework assignment, or work through a textbook chapter; When you’re doing the work

* When you’re putting in work during robot mode, you need to know how to create a good environment to work in

1. *An Organizational System*

* The framework for storing all information and resources that we will need
* Also, for capturing “ideas”

Idea: any intangible information that you need to save and have access to later

* This may include:
  + Tasks
  + Events
  + Ideas
* You need a reliable way to store
  + Notes
  + Handouts
  + Any other output you create
* A strong organizational system includes
  + Task Manager
  + Calendar
  + Note-Taking System
  + Physical Storage
* Task Manager
  + The place where you record the stud you need to get done
  + Pick a system that makes it easy to record the details of a task and the due date
  + Make sure it is easy to see what is coming due in the near future
    - If a paper system is more your style, consider using the classic day planner or a Bullet Journal
* Calendar
  + Helps you remember upcoming events
  + Is usually best for events that will happen at a specific time
* Note-Taking System
  + Simple for paper notes: use paper notebooks and have a separate section or entire notebook for each class
  + Digital options in programs and apps are also available
* Physical Storage
  + Create a set of rules and conventions to keep your system organized and useful
  + What are the systems that keep you organized? Could these systems be improved? What is one or two things you could add to your system to make it more efficient?

1. *Develop a Scheme for Keeping Everything Organized*

* Create a set of rules and conventions to keep your system organized and useful
* On your computer, laptop, or tablet, consider creating a folder structure that is well-defined, yet flexible
  + Set up the folders of your computer like a tree with lots of branches
  + If you are vigilant about saving your work in the correct folder, then this structure will ensure that it is always easy to find what you are looking for
* With your calendar, color-code events so you can see which part of your life they represent
  + Classes, extra-curricular activities, work hours
* Once you’ve chosen your tools and have your system set up, you need to make sure you’ll use it, since putting things into your system properly takes work
* If you don’t put enough effort into your system, your system may start to get unorganized and incomplete
  + This means you cannot rely on it anymore
* Build the habit of using your system correctly al the time, even though this takes effort

Quick Capture: figuring out the quickest, easiest way to file things into your system without compromising its structure

* 2 Main Ways to Quick Capture

1. Commit to entering things into the correct place the moment they come up

Ex: When homework is assigned in class

1. Use a daily note, which is a simple piece of notebook paper or a note on your phone where you record everything that comes up during the day

* This is a temporary holding place
* At the end of each day, move everything you’ve recorded to the correct place within your system
* What are the benefits to keeping yourself organized in school? How might this impact your work outside of college?

1. *Planning*

Weekly Planning Session: look at everything that’s coming due during the upcoming week, as well as the following one

* This allow you to be aware of everything that’s coming up
* Will give you a rough idea of when you’ll be able to work on it all based on what’s already in your calendar
* Some long-term planning should take place too
* Consider upcoming exams and schedule study sessions over the upcoming weeks to ensure you don’t find yourself cramming
* If you’ve been assigned a big project, you can similarly break that project down into small chunks and assign due dates to those chunks
* Take a few minutes each day to create a daily plan

Daily Planning Session: a list of the events you’ve got planned and the tasks you want to accomplish

* Choose one day per week to do a review session to keep your system running smoothly
  + Look over your plans and reflect on the past week
* Compare what you planned to do with what you got done, and if there is a gap between the two, try to figure out what caused
  + Doing this can help you to pinpoint things that are hurting your productivity
* Go through your task manager and calendar
  + If there are any tasks or events that need changes, make them
  + This will prevent entropy

Entropy: a term that generally refers to how everything in the universe tends to move towards disorder and chaos

* This a what tends to happen to organizational systems
* Regularly bringing them back into order on a weekly basis can keep things from getting too chaotic
* So now that you’ve got your system built and your planning habits in place, you’re well-equipped to tackle all the work your classes are going to throw at you in the most effective way possible
  + What will be your first step to staying organized or becoming organized for the semester?

**Memory Online Workshop Post-Reflection**

1. What did you learn from the Planning and Organizing Online Workshop?
2. What was something from the Planning and Organizing Online Workshop that surprised you or you found to be the most interesting?
3. Which of the concept, method, or technique discussed in the Planning and Organizing Online Workshop do you think you would benefit the most from? Why?
4. Describe how you will apply what you learned from the Planning and Organizing Online Workshop.