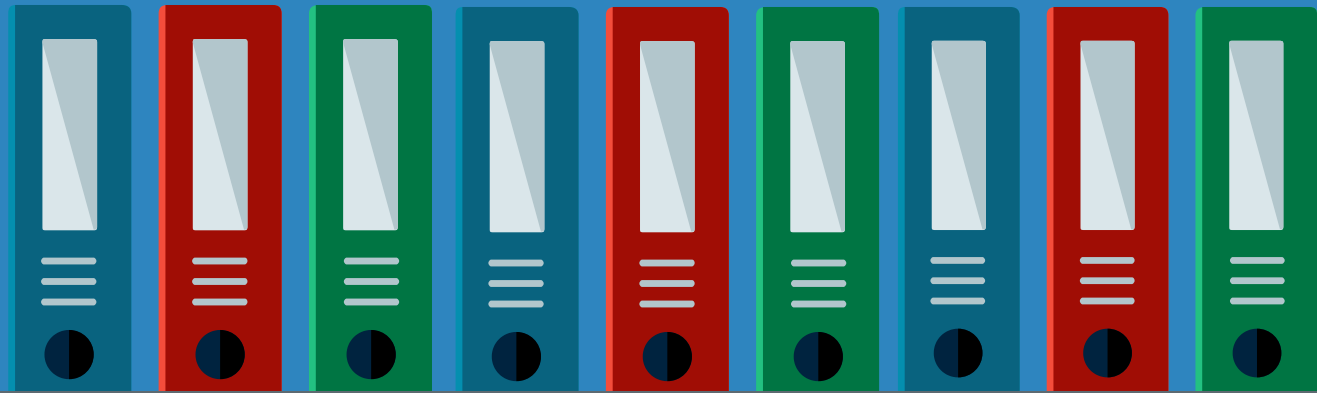


Staying Organized



EDUCATION

Organization is an essential part of success in school after concussion. We learn and pay attention better by organizing environments, schedules, and other things. These tools can also reduce unhelpful feelings like stress and worry, which can exacerbate normal symptoms after concussion. Keeping organized helps you see what the most important tasks are to be done at the best time for you.



STRATEGIES

Use smart phone apps, a daily planner, or a calendar to keep track of what you need to do and when you need to do it. Pick one system to use and stay consistent.

Figure out a daily or weekly schedule and stick to it. Review your routine regularly and adjust as needed for balancing responsibilities and fun.

Keep papers and handouts organized in notebooks or folders. Consider color coding or labeling sections to make them easier to locate. If you haven't used a paper recently, get rid of it.

Overestimate the amount of time needed to complete assignments and to study. If you think it will take an hour to write a paper, then give yourself 3 hours in your schedule to finish. This can reduce the feeling of being rushed and overwhelmed.

Organize your environment. Choose where you study to minimize distractions and maximize focus.

Set goals. Goal setting helps to lessen stress, increase productivity, improve motivation, and increase self-confidence. Write down your goals, and have a routine to check them frequently.

Give yourself free periods of time at the end of the day and week to organize your papers, schedule, and study area.

Don't procrastinate! Remember your life and career goals to give you motivation to get things done. Procrastination takes more energy in the long run.

Delegate. Let others know how they can support you. Know your personal limits, and say no when needed.

Reduce collecting unnecessary things. Use the "OHIO Rule" to "Only Handle It Once" when organizing papers. This reduces clutter and makes organization more simple.

Prioritize tasks by what is most important. Divided to do lists into "things that need to be done now" and "things that can wait."



USE SMART GOALS TO BREAK DOWN BIG TASKS:

Specific-

Is the goal clear? Is it clear what needs to be done to accomplish the goal?

For example, I need to complete a ten page final essay.

Measurable-

Can you measure how the goal will be completed? Does it state how many, how often, how much?

I have four weeks. I can write 5 pages a week, then take it to the writing center.

Attainable-

Can you achieve the goal in the time allotted?

Yes, if I stick to my plan, I can get through two drafts and have someone else review it too.

Relevant-

Is your goal working on what is important to you? Will it improve your life or lead to success in school?

This is 25% of my final grade, so it is worth it to do well on this, and to use the writing Center.

Timely-

Is there a time limit on when it will be completed?

I need a draft before my appointment with the writing center, which will keep me on track to be done on time.

TECHNOLOGY

- Use apps like MyStudyLife or MyHomework to keep track of classes, tests, assignments, and study schedules.
- Use organization and list making apps like Accomplish, Microsoft To Do, and Any.Do to keep track of responsibilities and prioritize items.
- Set SMART goals with an app like Strides.

