

## **Tips for Getting Organized**

1. Use a planner or agenda; or keep track of assignments on my phone.
2. Date class notes, use headings, and write neatly.
3. Keep a folder and/or notebook for each class and take out work/assignments/worksheets that are not current for upcoming tests.
4. Write all of my teachers' email addresses and office/after school hours down in one place and keep it somewhere I can find it.
5. Clean out my backpack daily and make sure that any loose papers have a place in a folder.
6. Use an alert or alarm on my phone to remind me to take a look at my assignments due and complete homework.
7. Create a space at home where I can keep school work and complete homework assignments and projects.
8. Create a routine or schedule for staying after school and/or working on homework at home.
9. Create a to-do list with homework assignments and tests that are coming up and put the most important/urgent tasks at the top.
10. Get together my assignments and have my backpack and clothes for the next day laid out and ready the night before school.
11. Use my WCPSS Email to contact my teachers or counselor if I have questions
  - Username – First part of your student email
  - Password – Student ID (Originally)
11. Keep track of my grades and missing assignments using PowerSchool
  - PowerSchool Username - Student ID#
  - PowerSchool Password - What you made it when you claimed account