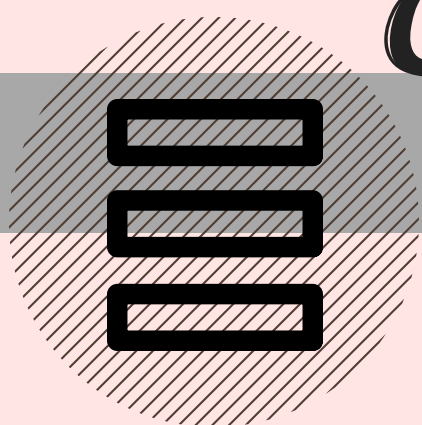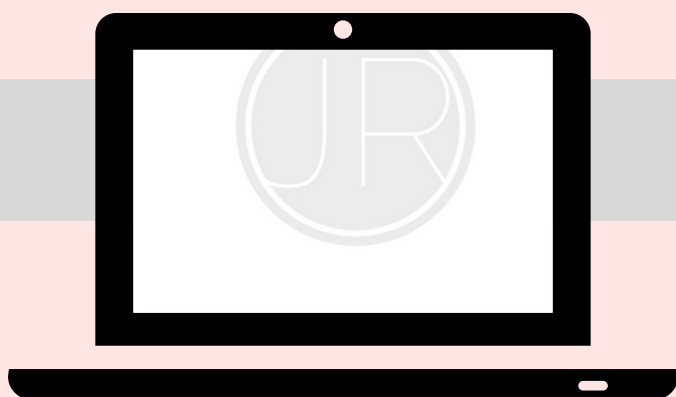# COLLEGE ORGANIZATION
System

PLANNER

Use a planner to keep track of important dates, assignment, exams.

LAPTOP

Use a laptop to take fast lecture notes. Microsoft OneNote is a great program for college students.

NOTEBOOK

Use a notebook to take additional notes such as diagrams and visuals that will help you better understand the material.

FOLDER

Use a folder to keep all your current material together. Print off notes from your laptop and file them away in this folder. When you have to study all you need to take to the library with you is this folder. This simplifies your organization system.
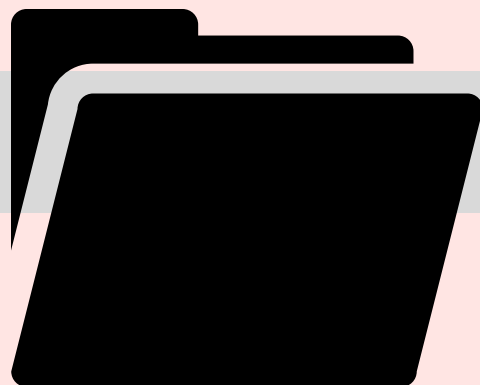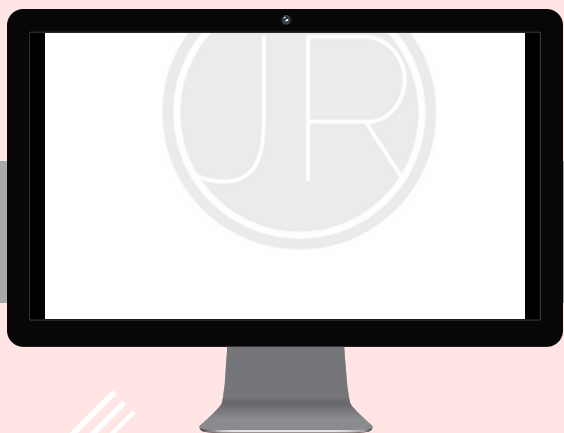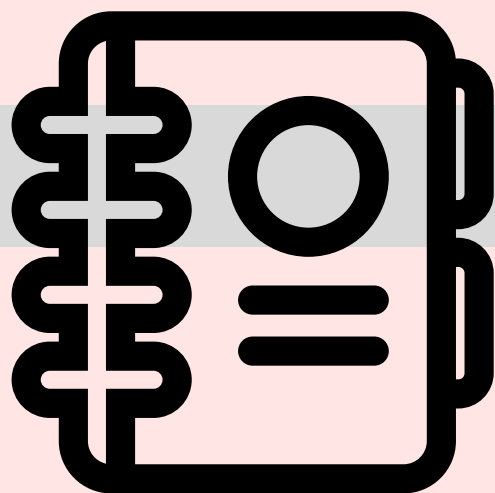
Grade Tracker
A
B-
A+

GRADE TRACKER

When your module is complete record test marks and assignment grades on a grade tracker. Using a document like this will ensure you always know your academic standing.

BINDER

After your module test, file all content that was originally in your folder away in a binder. Use dividers to keep the binder organized and easy to manage.

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Check out jaideraine.com for more college tips and tricks!