

## Getting Organized to Succeed

Getting organized is a great way to improve your chances of being successful. Things can get very busy with multiple classes to keep track of and managing the activities of life outside of school, such as sports, clubs, friendships, homework, etc. I highly recommend using an organizer and calendar to organize your busy life. There are many versions you can use, so find the one that works best for you. One of my favorites is the weekly calendar from Stephen Covey's "The Seven Habits of Highly Effective People". I like it because it has sections for not only the assignments or tasks that you have for that week, but it has room to put your goals and the roles that you play (e.g., student; son/daughter; brother/sister; team member; group member; friend; etc.). It also reminds you to put down things to sharpen your saw, or in other words, take care of yourself to keep yourself sharp and functioning at your best. Here is the link to calendar:

[7 Habits Weekly Worksheet - Bing images](#)

I hope it helps. Again, there are other versions of calendars and planners to research. Find one that works for you. Remember, being organized can help you be less stressed and improve your chances of success. Thank you and have a wonderful and blessed school year.