

## GETTING ORGANIZED

Organizational skills fall under two categories: physical (organizing supplies) and mental (organizing behaviors). Being organized requires us to write down assignments, take notes during class, organize class notebooks, have all texts necessary, equipment such as calculators, and all worksheets or handouts the teacher distributes.

Identify specific areas of your academic skills that you would like to improve. For example, I want to spend more time studying and in order to make that happen, I am willing to give up 30 minutes of television on Tuesday and Thursday nights.

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