

## Organization

### Get Organized for Success

Ever sit in meeting while the leader shuffles around trying to find something? Ever spent time waiting in the car while the driver hunts for the keys? Or wasted time yourself looking for a notebook or packet you saw somewhere just yesterday?

#### ► KEEP A CALENDAR

Organization—putting stuff away and finding it quickly, keeping a calendar, tracking your assignments—sure can make life simpler.

It's also key to good leadership. When others look to you for direction, do you want to be caught poking around stacks of paper, wondering where you put something or showing up late? Or would you rather come off as efficient, respectful of others' time and someone who's in charge?

Getting and staying organized saves time and makes it easier to get things done. And it gives you and others confidence in you as a leader.

“OUT OF CLUTTER,  
FIND SIMPLICITY.”

—Albert Einstein

**REVIEW ONLY**

School  
Datebooks



**DO NOT SUBMIT  
FOR PRINT**

**FOR EVERYTHING**

### Ask Others How They Do It

- Got a friend, family member or teacher who always seems to have their stuff when and where they need it? Ask them how they got so organized. People who are organized love to talk about it, and you'll likely pick up a couple of ideas you can use.

Find a place for everything and put it there when you're not using it. Write down assignments, tasks you promise to do, meetings and all those fun activities, too. Train yourself to think about the day and week ahead and to gather what you'll need in advance.

It will save you hassle and lectures—and free your mind for things you'd rather be thinking about!

“ORGANIZING IS WHAT YOU DO BEFORE YOU DO SOMETHING; SO THAT WHEN YOU DO IT, IT IS NOT ALL MIXED UP.”

—A.A. Milne