

LESSONS IN **LEADERSHIP**

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 where you can find it quickly, keeping a calendar, tracking your assignments—sure is a key to success.

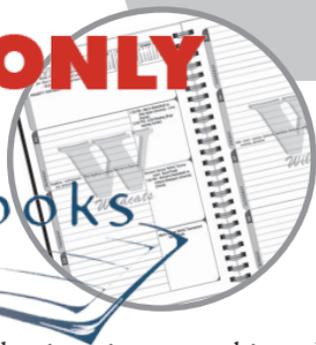
It's also key to good leadership. When others look to you for direction, do you want to be caught poking around stacks of paper, wondering where you put something or showing up late? Or would you rather come off as efficient, respectful of others' time and someone who's in charge?

Getting and staying organized saves time. It makes it easier to get things done. And it gives you and others confidence in your leadership.

“OUT OF CLUTTER,
FIND SIMPLICITY.”
—Albert Einstein

REVIEW ONLY

School Datebooks



DO NOT SUBMIT

▶ 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.

▶ PLAN FOR EVERYTHING

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