



## *Staying Organized*

In addition to creating a new daily routine, it is important to stay organized. Less structure can feel like more "free time," even when there is work to be done. Here are some tips for staying organized:

If you prefer a paper planner, plug in all of your new assignments and deadlines, and make sure that you budget time to review and update your planner as

Consider using your Outlook calendar! We will be relying on email now more than ever, and your Outlook calendar can easily pair with your email! You can add events/assignments and set reminders. For more information on how to use Outlook calendar, schedule a meeting at [www.wittenberg.edu/success](http://www.wittenberg.edu/success).

Choose a space, or spaces, to do your schoolwork. If you can v store all of your class materials in that area. That way, your space truly feels like an academic zone. If you typically study in the library, Post, or a lounge space, you may need to improvise to re-create the same environment. Consider asking yourselves the following questions:

*o What distractions exist in my current space? How can I minimize these?*

*o Where do I feel most productive? Why?*

*o Once you identify where you feel most productive and why - get creative! Think through how you can re-create a similar space.*

*o Do I prefer total silence while studying, or do I need ambient noise?*



## Contact Us

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Senior Associate Dean of Student Success

[jduraj@wittenberg.edu](mailto:jduraj@wittenberg.edu)

(937) 327-7817

Director of Academic Services

[whiteleyg@wittenberg.edu](mailto:whiteleyg@wittenberg.edu)

(937) 327-7958

Associate Director of Student Success

[mossj@wittenberg.edu](mailto:mossj@wittenberg.edu)

(937) 327-7874

Director of Student Success and Accessibility Services

[oweng@wittenberg.edu](mailto:oweng@wittenberg.edu)

(937) 327-7870

