**Video 2: Organization**

>> Student 3: So. Organization. What’s the first step?

>> Student 1: Well, let’s take a look at your planner. It’s empty.

>> Student 3: Yeah… I never really use it. I never got in the habit, but I do have this. Ah, here it is. I write down all my assignments on it. Oh, like this. I wrote this essay. Oh, no I didn’t. Yes I did. No, I didn’t.

>> Student 2: Let’s go to WebAdvisor. You can login and look at your schedule and then email your professors.

>> Student 3: I don’t want to bother them though.

>> Student 2: Don’t worry, they’re more than happy to help. You just need to reach out for it.

>> Student 1: Oh look, here’s a syllabus. Do you have others?

>> Student 3: Yea! Here’s one.

>> Student 1: Good, so you can take these and see what you need to do today so you don’t get behind any further. You can eventually add other homework to your planner as well.

>> Student 3: Hmm… That’s a lot.

>> Student 2: It will be but just take it one bit at a time. Break it down into manageable chunks.

>> Student 3: Okay, so how do I start?

>> Student 1: With a deep breath.

[everyone takes a deep breath]

>> Student 3: Now?

>> Student 2: Now, go onto WebAdvisor. Take the first professor on your schedule and email them to see if they would let you know if you’ve missed anything or if you’ve fallen behind anywhere.

>> Student 3: Okay…done.

>> Student 2: Now, do it for the rest of the professors on the list.

>> Student 3: Okay. Now what?

>> Student 1: Well, find out what you need to do today and then take notes in a way that best fits you.

>> Student 3: What do you do?

>> Student 1: Well, I set alarms on my phone and then I put all of my assignments into my calendar.

>> Student 2: I use a planner and sticky notes, really, whatever works best for you. Just put it somewhere where you can see it.

>> Student 3: Well, I like the idea of putting alarms for my assignments and I love using sticky notes. Especially for the big important assignments and I’m always on my phone and laptop, so I can put the sticky notes there.

>> Student 1: Sounds like a plan.

>> Student 3: And I have to do this every day? Isn’t that a lot?

>> Student 2: If you keep up with it, it won’t be. Just a few minutes every morning or night to remove what you’ve already done.

>> Student 3: What do I do if I get stressed again?

Student 1: Well, think about why you’re going to college. I mean, why are you taking your classes? What’s your big goal in life and then if you ever forget you can write it down somewhere so you remember when you’re stressed.

>> Student 3: Okay, I think I’ve got this. but how do I get all my work done? I mean, studying takes forever.

>> Student 2: Well, a lot starts in the classroom.

>> Narrator: *Keep your weekly, monthly, and semester checklists somewhere you can always turn to. Review your syllabi to ensure you’re up to day in your classes and have included everything in your schedule. Marking these items off can help you keep track of what you have and have yet to do. Whenever you feel stressed or lacking motivation, remind yourself of your goals, you can even share them with your friends, classmates, and professors.*