Organization is the number one key to success not just in school but in life.  If you are not organized, then you can't find the papers you need to study, the handouts you need to complete, or maybe even your books in order to read the assigned pages!  Yep, organization will definitely help you succeed.

On this page, you will find some basic strategies to help you get organized. Read them, use them!

**TIP #1: Know that you may need to get organized more than one time☺....**

You may need to organize yourself more than once.  With up to six teachers in one day, papers can really start to pile up!

**TIP #2: Organize nightly.**

Make sure that all the papers are in their proper folders/notebooks/sections.  This will help you find them quickly when you need them.  This may take a while the first few times, but once you get in the habit you will be able to organize all your papers in under five minutes!

**TIP #3: Keep a homework folder.**

Have one folder that will contain all your completed homework assignments.  When you have to turn them in the next day, you will know exactly where to find them.

**TIP #4: Keep extra folders.**

When a unit is completed in a subject, take all the notes from that unit, place them in a folder, label the folder, and keep the folder at home in your study area.  This will keep old notes from taking up space and getting confused with new notes.  You will also be able to refer to the old notes whenever you need them!  Be sure to ask your teacher first if the unit is completed.

**TIP #5: Keep your agenda at all times.**

Write down all your assignments and upcoming tests/quizzes in your agenda.  Keep this with you at all times. You have to know what the assignments are in order to complete them and get a good grade!

**TIP #6: Make friends.**

Make sure you exchange phone numbers or e-mail with someone in case you have a question or forget what to do!

**TIP #7: Share everything with your parents that you are supposed to share with them.**

You will have a lot more freedom but also responsibility. Don’t *assume* that your parents aren’t interested in all your handouts-let them make that decision.

**TIP #8: Keep your pencil pouch stocked and organized.**

Throw out old pencils, pencil shavings and trash that might find its way into your pencil pouch during the day☺.

**TIP #9: Keep good company.**

Surround yourself with positive people who have similar academic goals as you do. Also, remember that some students are older than you are-what’s appropriate for them may NOT be appropriate for you!

**TIP #10:Don’t give in to peer pressure.**

Be what you want to be-not what others want to see!

**TIP #11: Join a club!**

Research has shown that students who participate in extracurricular activities either in school or out of school have better grades and are happier! Even though you won’t be able to play sports your first year at the Middle School, there are other clubs and organizations you will be allowed to join such as: Junior Student 2 Student (new for 6th graders at Dixon next year), Odyssey of the Mind, Battle of the Books, or Military Groups.

**TIP #12: Remember that your parents and teachers are a resource.**

Ask your parents and teachers for their advice if you have questions or concerns. Remember-they attended (and survived) Middle School so they know what it’s like to be in your shoes!

**TIP #13: Have fun!**

Enjoy your Middle School Years! You will meet lots of new people, chose your own electives and learn a ton!

Take care and good luck!

*Mrs. Stiffler*

*Guidance Counselor*

*SWE*