

## A rough guide to getting organised

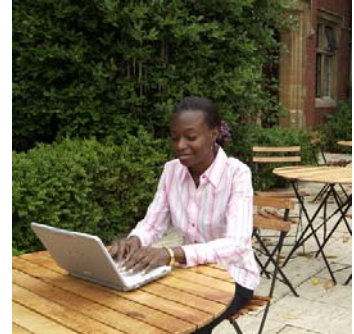


Do you spend hours looking for lost handouts ....?

Run out of paper or printer ink on deadline day ....?

Never seem to have the notes you need when you need them?

You can reclaim a lot of lost time if you get yourself organised. Try some of these suggestions to get your study resources under control.



Keep a shelf dedicated to study materials. Use it for box files, books, pens, paper etc.

Have one box file for each course or module. Use it for notes, photocopies, handouts, journal articles, small books etc. When the box file gets too full to find things easily, spend ten minutes going through it and throwing out anything you no longer need.

Mark up a folder 'Current work' and use it to carry around whatever you're currently working on. Go through it at the end of the week and put anything you don't need to carry around in the appropriate box file.

Pin copies of your weekly timetable, and your termly work plan somewhere you will see them everyday (above the kettle, for instance). Add important phone numbers to the sheet (your dept office, the library etc). Or, if you can, record all your useful information on your mobile phone so that you have it handy at all times and can edit easily when necessary.

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