

# Leadership Backpack

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## Getting Yourself Organized

Do you consider yourself to be an organized person or do you need help with how to get organized? If so, this is the topic for you. This information is a helpful tool for you to become more organized and be more successful in your future. Organization is a key to being a successful student, employee, and employer.

### Ways to Get Organized

There are multiple ways to be more organized, but here are some helpful steps that can improve your organizational skills.

Carry around a note pad and pen.

- We can't always rely on our memory. Writing things down allows you to look back and check for details and it also helps you remember!

Be sure to ask questions.

- If you are not clear on details, be sure to ask questions to clarify. Whether this is for a homework assignment or a work project, asking questions for specific details and taking notes on them is a great way to stay organized.

Make a to-do list.

- There are many advantages to making a to-do list. Advantages are discussed in the box on the right.

Use a calendar or planner.

- Having a calendar or planner is a good way to get organized because it is a visual. Visuals provide a good way to manage your time and tasks that need to be accomplished by certain dates or times.

Delegate responsibilities.

- If you are a leader of an organization, delegate tasks to other members. It is hard to stay organized if you insist on doing everything yourself.

File (electronic or paper)

- Creating files for yourself will make information easier to find when searching in the future.

### Why Make a To-Do List?

Making a to-do list is probably one of the simplest ways to keep you organized. Not only does it keep you organized but it is a great tool to keep you on task. Here are 6 advantages for making a to-do list:

1. You don't always have to rely on your memory. We all know that our memory is not the greatest at times so by making a list, we don't have to think so hard.
2. It minimizes the risk of forgetting or missing something. By having a list, the tasks are in front of us; making it less likely for you to forget something.
3. Once the list is made, it can help you prioritize your tasks and as a result make your time more productive.
4. Helps eliminate repetition of work. Say you have multiple tasks that need to be done and some of them are in the same area, with a list, those tasks can be done all together and your time will be used more wisely.
5. When you finish an item on your list, you can cross it off. Giving you instant gratification that it is done!
6. Left over items can be the start of tomorrow's list. Getting a head start on tomorrow is always a good thing!