20 SMART GOALS TO BECOME A MORE ORGANIZED STUDENT THIS SCHOOL YEAR

1) I will clean up and put away items from the top of my desk each day before I go to bed.

2) When I do laundry, I will put away all my clothes in the closet to avoid clutters in my room.

3) When I pull a drawer or cabinet and get a tool or an item, I will put it back exactly where I found it right away.

4) I do not watch television, get on social media, or go out with friends until all my homework is done for the day.

5) I will use a planner and a calendar this school year to stay organized.

6) I will be less decluttered this school year by cleaning my file cabinets, desk drawers, and backpack monthly.

7) I will not miss a single deadline on a project by breaking large projects into small parts.

8) I will read at least 1 book on how to be more organized and well-managed with time.

9) My telephone and other devices will be placed far from me when I am studying.

10) I will make to-do lists and actually cross off the times I accomplish.

11) To have organized notes, I will carry and use highlighters, pens, and pencils for note-taking.

12) I will take about 15 minutes to plan my day to manage my time effectively.

13) I will wake up 15 to 30 minutes early each weekday for the entire year to organize my day.

14) I will declutter and organize my closet so that choosing clothes each day is an easy, non-time-consuming task.

15) I will create a checklist of the most tasks of the day.

16) I will use a whiteboard in my room or study area daily to take notes and write down the day's most important tasks.

17) I will use a color system each day to organize my work.

18) I will use an alarm clock to keep my time organized with activities and events.

19) I will ensure my email inbox is empty each day before going to bed by reading and responding immediately.

20) To improve my organizational skills as a student, once each week, I will reflect on my progress and how well I did with organizing the entire week.