



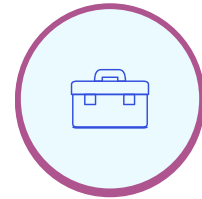
# THE TOOLKIT

A collection of resources designed to provide practical tools for women and non-binary undergraduate students.

## The Power of Organization

We've all felt overwhelmed at some point, whether by looming responsibilities, clutter, or the chaos of staying on top of work. Staying organized when dealing with day-to-day responsibilities not only alleviates the stress of impending deadlines but allows you to maximize your time. Staying organized for one person can be in the form of checking off items off of a to-do list; for another person, it can be a meticulous agenda for their entire week. Simply put, staying organized allows one to meet their goals, both professional and personal, by developing a routine and maintaining certain habits.

There are various ways through which an individual can develop better organizational skills; this is especially important when trying to discover what works best for you. In this issue of The Toolkit, you will find a number of practical tips on how to stay organized.



**"BETWEEN CLASSES, RESEARCH, MY JOB, AND FRIENDS, ORGANIZATION IS SOMETHING THAT HELPS ME STAY ON TOP OF MY WORK AND STAY HAPPY. AS AN UNDERGRAD, YOU OFTEN HAVE A LOT OF RESPONSIBILITIES TO JUGGLE. ORGANIZATION KEEPS THAT FROM BEING OVERWHELMING AND HELPS YOU SET BOUNDARIES.**

**-PHYSICS & MATH MAJOR**

**"ORGANIZATION IS A PRACTICE, NOT A PROJECT."**

**-MEAGAN FRANCIS**

# Tips & Tools

1

**Create a Journal!** This can be a planner, a checklist, or somewhere to write down your thoughts. A journal doesn't have to be a fancy bullet journal where you agonize over the format, but should be somewhere where you can lay out all of your responsibilities to minimize stress. Use it to look ahead to future tasks and revisit things that might come back up. Or, use it to reflect on recent experiences or collect ideas for future projects. Journals are useful for setting priorities so that things don't overwhelm you!

3

**Develop a Morning Routine.** As established in the previous section, it is imperative to group similar tasks and organize them accordingly. Establishing a morning routine that encompasses a set of daily tasks, such as exercising, showering, eating breakfast, and more, can set the tone for the day. If you were to allocate 45 minutes of your morning to a rigid routine, your chances of running late to work would largely decrease. Moreover, on weekends and holidays, you would not struggle to get out of bed because you would be accustomed to going through your morning routine even if you stay in for the day. Regardless of your occupation, there are a set of daily tasks that must be completed almost every morning; going about these tasks in an orderly fashion.

2

**Establish a Task Hierarchy.** In order to stay organized in every facet of your life, it is crucial to consider the different types of tasks you are responsible for. For instance, one might utilize Google Calendar for work-related matters and a sticky-note for chores at home. Or, one might create a rough timeline of large tasks in a journal and reminders for short term tasks, like shopping, in their phone. Different individuals may sort their tasks and responsibilities in entirely different fashions depending on their life-styles. Identifying and isolating daily tasks, including but not limited to hygienic care and eating meals, can help anyone maximize their time. Categorizing responsibilities via a task hierarchy, perhaps based on the priority or recurrence of a given task, is indispensable for overall organization.

4

**Set time aside to destress!** Your productivity will improve if you give yourself time to breathe. Declutter your personal spaces, spend some time outside, and maintain your personal health. You'll be a lot more effective if you give your brain a break. Furthermore, studies have shown that clutter can damage productivity, impair mental state, and weaken motivation. Try to keep your workspace cleared and organized to keep the mess from overwhelming you.

Tips inspired by - "[Six Ways To Stay Organized When Life Seems To Skid Out Of Control](#)" by Kitty Boitnott | Forbes

## Further Reading

["Organized Enough"](#) by Julie Morgenstern | New York Times

["6 Ways Well Organized People Get More Done Every Day"](#) by John Rampton | Entrepreneur

["How to Stay Organized at Work"](#) by Lauren Johnson | Slack

## *A note from the author*

*It's important to keep in mind that organization is something that can look different for everyone! Find what methods work best for you, whether that be a calendar, checklist, or planner. Organization should be something that keeps you from being overwhelmed, not an overwhelming venture in itself. Take a step back, break up tasks, and focus on your priorities!*

*-Hana Warner, BS*