

SUNY College Cortland

## Digital Commons @ Cortland

---

COR 101 Slides

COR 101 Student Symposium

---

12-2022

### Organization: Tips for Success


Katie Weinmann

Follow this and additional works at: <https://digitalcommons.cortland.edu/corslides>



Part of the [Higher Education Commons](#)

---



# **ORGANIZATION: TIPS FOR SUCCESS**

Student Facilitator: Katie Weinmann

Section: 037

Instructor: Jim Miller



# TOPICS COVERED:



Time  
Management

Why  
Organization  
is Important



To Do  
Lists



Agenda or  
Planner

Google  
Sheets

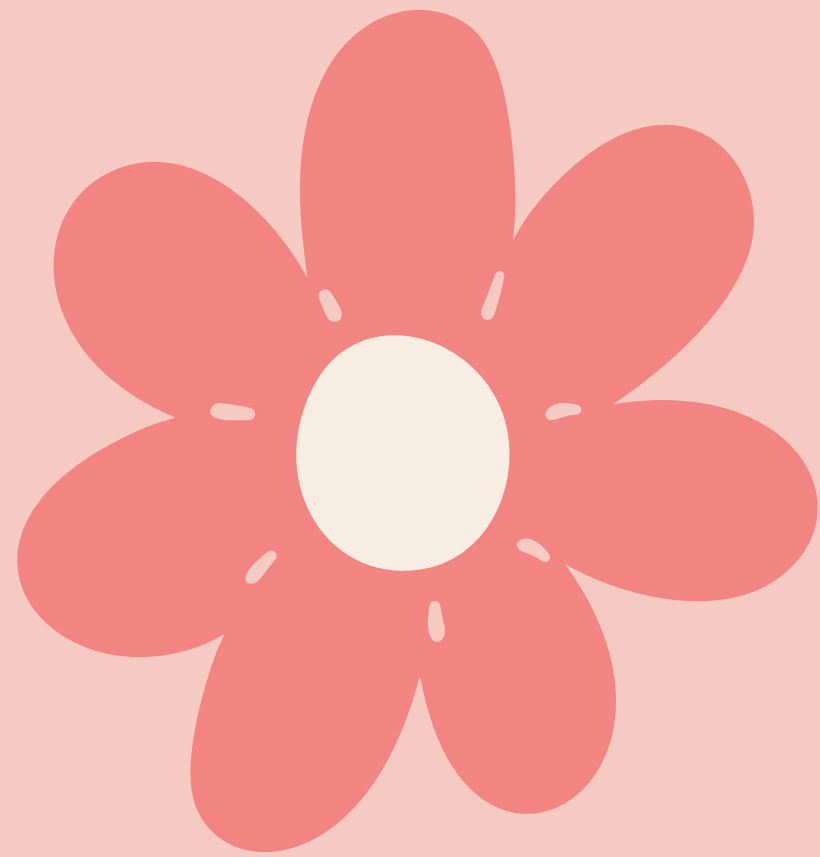


Cornell Style  
Notes

Sticking to a  
Schedule

Practicing  
Self Care

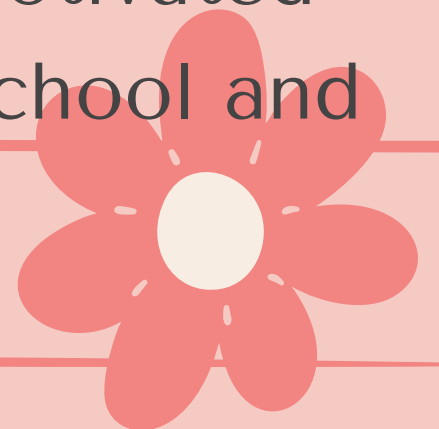




# PURPOSE OF THIS LESSON



The purpose of this lesson was to provide first year students with tips & tricks to get organized and stay on top of assignments. I remember feeling overwhelmed as a freshman with keeping track of due dates and learning how to manage my time. This lesson aimed to provide students with skills that can help relieve stress, & I wanted to provide students with some of my favorite organization tips that I use everyday, such as Self Care and To Do Lists. I have found that organization helps me stay motivated and on track for success in school and in my daily life.



# LESSON PREPARATION:

## CHOOSING A TOPIC:

- I wanted to choose a topic/lesson that I am passionate about, & I have found that organization has been vital to my success in college

## LESSON PLANNING:

- First, to prepare for my lesson, I referenced a few outside sources for information on organization
- Second, I made an outline of topics I wanted to cover & then created a PowerPoint
- Third, I created an in-class activity and a post-lesson assessment for students to complete

# LESSON PREPARATION:

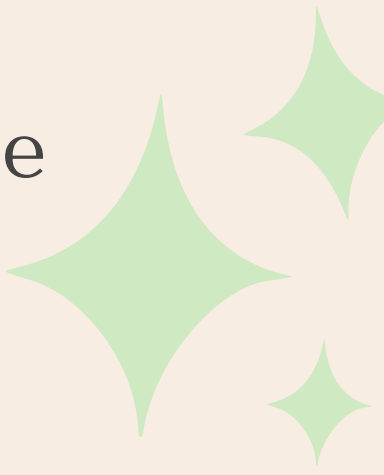
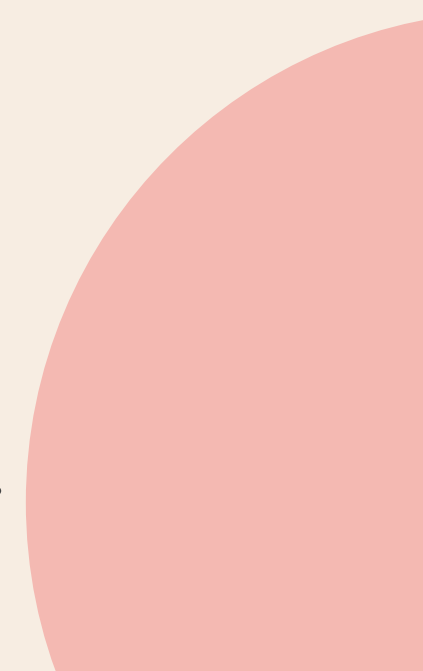
## CITATIONS:

- Garcia, Maria, "Power to Change; 20 Ideas To Help University Students Get Organized," *Issues / Face*. Retrieved November 10, 2022, from, <https://issuesiface.com/magazine/university-students-get-organized>
- Dickerson, Nancy, "The ABC's of College Success," SUNY Cortland. Retrieved November 20, 2022, from [https://bb.cortland.edu/bbcswebdav/pid-1901980-dt-content-rid-18834755\\_1/courses/2022Fall-COR300-501/The%2BABCs%2Bof%2Bcollege%2Bsuccess.pdf](https://bb.cortland.edu/bbcswebdav/pid-1901980-dt-content-rid-18834755_1/courses/2022Fall-COR300-501/The%2BABCs%2Bof%2Bcollege%2Bsuccess.pdf)
- "Time Management", SUNY Cortland Resources. Retrieved November 20, 2022, from [https://bb.cortland.edu/bbcswebdav/pid-1901971-dt-content-rid-18834748\\_1/courses/2022Fall-COR300-501/TimeManagement.pdf](https://bb.cortland.edu/bbcswebdav/pid-1901971-dt-content-rid-18834748_1/courses/2022Fall-COR300-501/TimeManagement.pdf)



**WHY IS THIS  
TOPIC  
IMPORTANT FOR  
FIRST-YEAR  
STUDENTS?**



- Transitioning from high school to college can be challenging. High school is more laid back, whereas, in college, you are forced to keep yourself accountable.
  - For most students, this is their first time being on their own. Students who do not establish school habits in high school are forced to figure them out in college.
  - This lesson gives students tips for organizing, increasing motivation, and practicing self-care. Organization helps relieve stress and maintain good grades.
- 
- 



# WAYS TO STAY ORGANIZED

## To Do List

create a list of daily tasks you want to complete

## Agenda

write down your assignments for the week

## Google Sheet

create a sheet with all your assignments for the semester

## Cornell Style Notes

title, notes, keywords, summary

## Google Drive Folders

organize based on class, semester, and create consistent doc names

## Practice Self Care

clean your room, take a walk, work in different settings

## Google Assignments Spreadsheet

Keep track of due dates another way! Set this up at the beginning of the semester and you'll never miss an assignment! Color coordinate!

Due Date	Class	Assignment Type	Assignment Name	Completed?
9/1	COR 101	Weekly Email	Weekly Email	✓
9/2	AED 310	ILP	ILP 1 @ 11:59 pm	✓
9/4	HLH 199	Quiz	Week 1 Quiz	✓
9/6	COR 300	Meeting	Meeting with Lori	✓
9/6	AED 310	WW	WW 2 @ 12:00 pm	✓
9/7	AED 315	Paper	Why I want to be a Social Studies Teacher	✓
9/8	COR 101	Weekly Email	Weekly Email	✓
9/9	AED 310	ILP	ILP 2 @ 11:59 pm	✓
9/9	COR 300	Discussion	Week 1 Discussion Post	✓
9/11	HLH 199	Quiz	Week 2 Quiz	✓
9/12	AED 310	WW	WW 3 @ 11:59 pm	✓

## PRACTICE SELF CARE

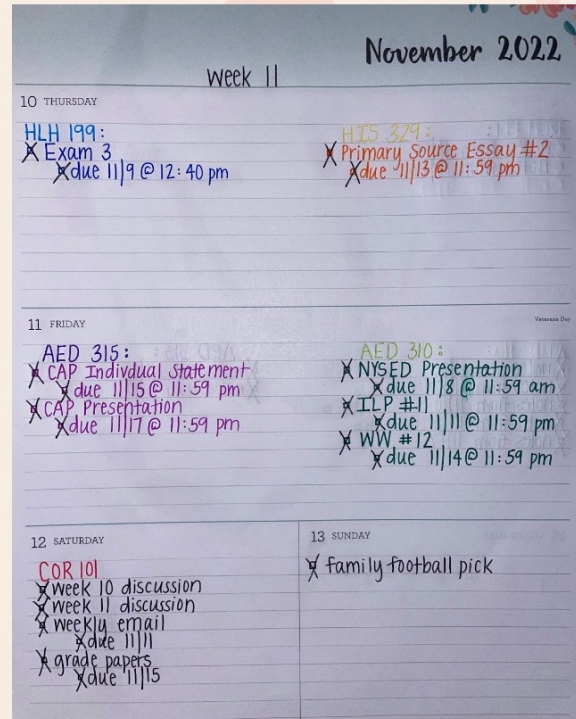
- Exercise or go for a walk: spend some time at the gym with friends & get outdoors, stay hydrated
- Meditation: yoga, mindfulness, unplug and recharge
- Journaling: writing or typing, get your thoughts out, color to relax
- Clean to relax!: a clean setting is a clear mind
- Change your setting: don't spend all day in your room or in your bed
- Improve concentration, minimize frustration, increase happiness & improve energy
- Avoid burnout, maintain well being, reduce stress and anxiety, **MAKE SLEEP A PRIORITY**
- Plan rewards for bigger accomplishments!

## AGENDA

Benefits of an Agenda:

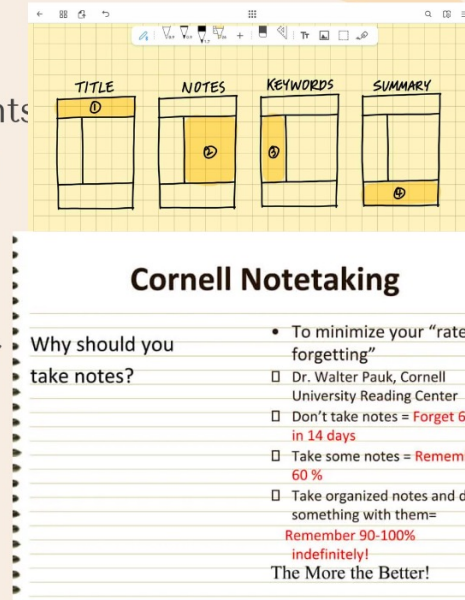
- increases organization
- reduces stress
- improve time management
- plan ahead
- decrease procrastination
- break up big tasks into smaller assignments

I have used an agenda since high school and it helps me plan my week. When writing in my agenda, I preview the assignments and asses how difficult they will be and how much time it will take. Color coordinate!



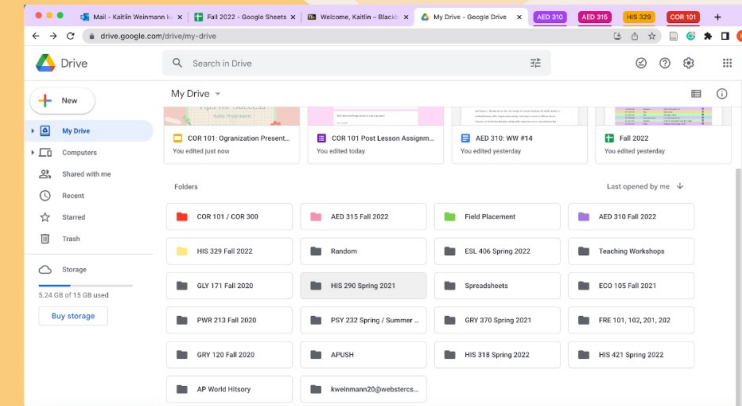
## CORNELL STYLE NOTES

- Rewriting notes: improves organization of notes and thoughts
- ★ study tip: reinforces information!
- organized and systematic way of recording and reviewing notes
- easy format for pulling out major ideas and concepts
- simple and efficient, saves time and effort



## GOOGLE DRIVE FOLDERS

- electronic notes
- organize by class, color, and semester
- easier to locate, creates consistency
- easy to delete
- saves time



Here are some of the slides I included in the PowerPoint that I presented.

# PRESENTATION MATERIALS:



# METHODS:

## QUIZIZZ

Introduction activity: get students engaged & thinking about the topic

## POWERPOINT

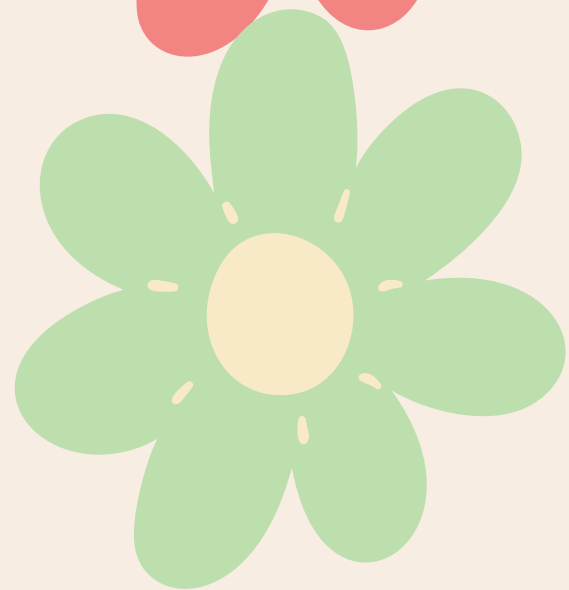
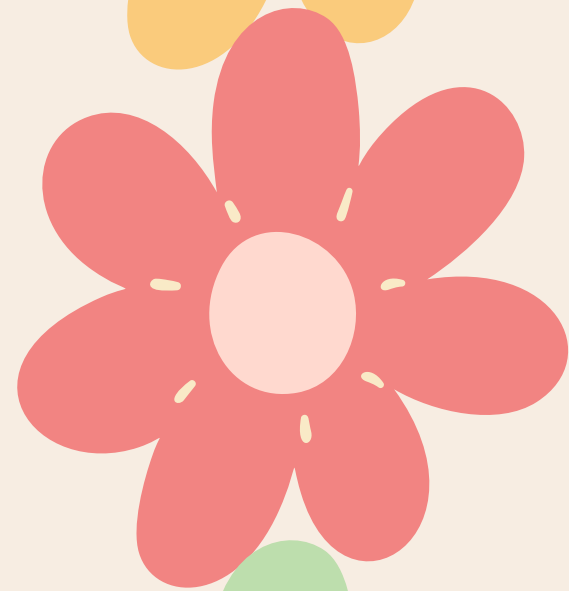
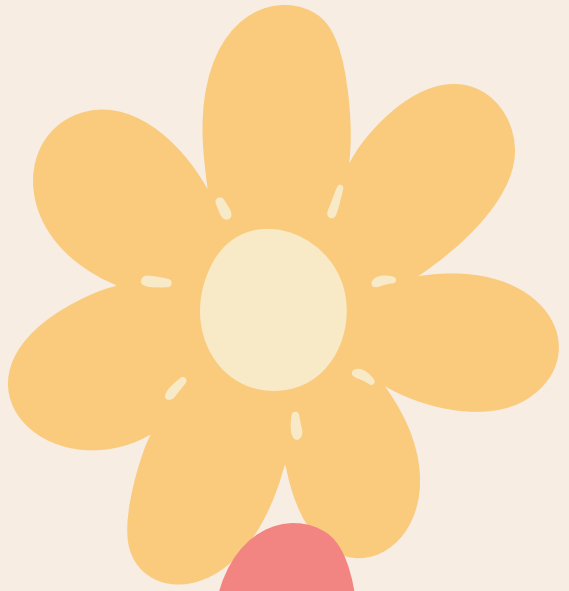
Provide students with organization and wellness tips: asked questions to clarify understanding

## POST LESSON ASSESSMENT

Google Form: received student feedback in addition to answering questions during the presentation

# LEARNING OUTCOMES/ OBJECTIVES:

- I wanted students to feel comfortable and prepared going into finals week and next semester. College is stressful enough with an intense workload and adjusting to a new environment: getting organized should help relieve some stress. This lesson shared tips from my experience that helped me stay on track.
- I wanted students to know the importance of caring for their mental and physical health and how it relates to school success. I stressed the importance of time management and taking breaks.
- The Post Assessment Google Form results indicated that I successfully taught students new ways to get organized!



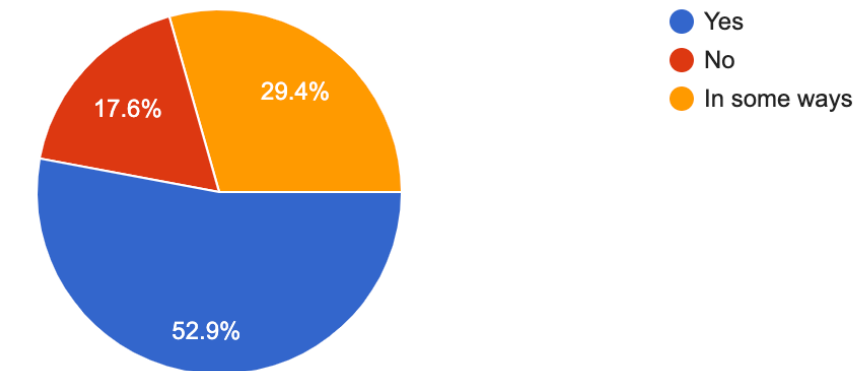
# ASSESSMENT / FEEDBACK:

I created a Post Lesson Assessment Google Form to get student feedback. Here are some of the results:

Has college been a big adjustment in needing to stay organized?

[Copy](#)

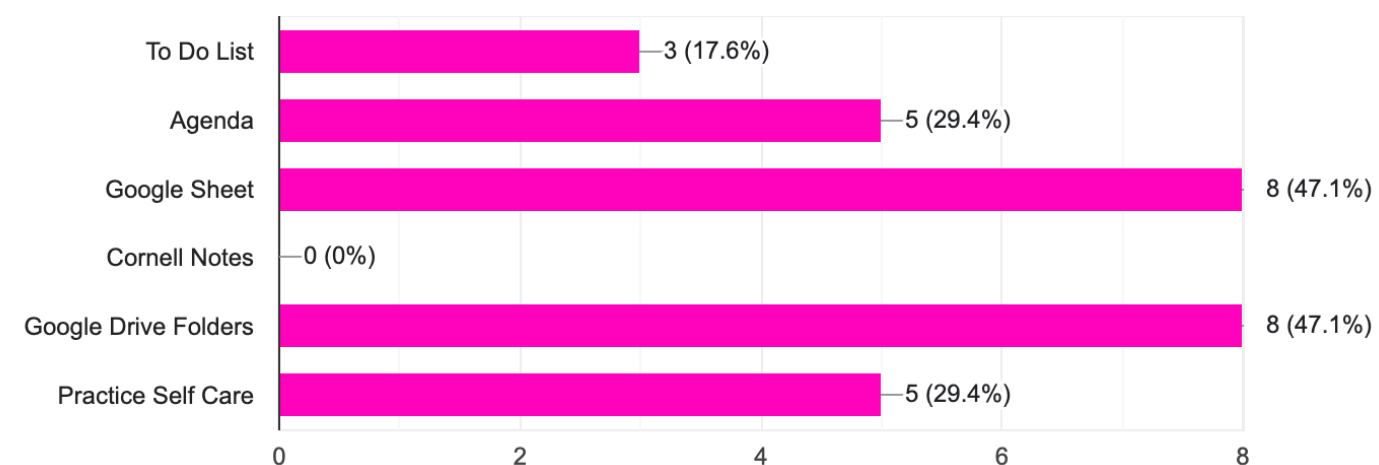
17 responses



What organization tool would you use next semester?

[Copy](#)

17 responses



What is one thing you learned from the presentation?

17 responses

I need to take care of myself in order to stay organized

Staying organized is key for success

google sheets

You can color google folders

Change of scenery

Google sheets

# REFLECTION:

- I learned how to use Quizizz and Google Forms to engage students and receive feedback
- This lesson allowed me to practice public speaking, lesson planning, and getting comfortable in front of a classroom
- From my research, I learned that writing down goals makes them more concrete, gives you motivation, and you are more likely to complete them
- Planning this lesson allowed me to reflect on my own organizational skills and how it contributes to my success
- Hearing students' responses and how much they learned from the presentation made me even more excited to become a teacher!

