

Organization Matters!

Week 1



Welcom e!

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WLGS

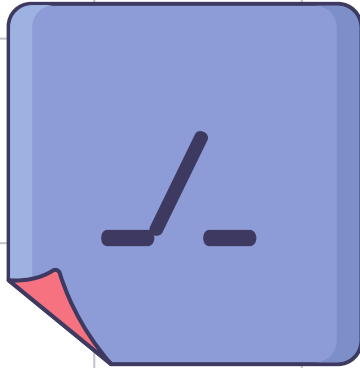
Introduction

This club is related to my Gold Award, which is all about helping students achieve their academic goals by improving their organizational/studying skills.



In this club,

Each week will feature a different tip!



Today's Stragety: Pomodoro Method

Study method using time chunks

The Facts

By Francesco Cirillo, the pomodoro

method uses 25 minute intervals

followed by 5 minute breaks.

How You Can Use It

The Pomodoro Method aids with studying effectively, as it sets reasonable intervals to both study and take breaks. If you ever feel unmotivated, search up a Pomodoro Timer and work away!

Thank you!

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Week 2

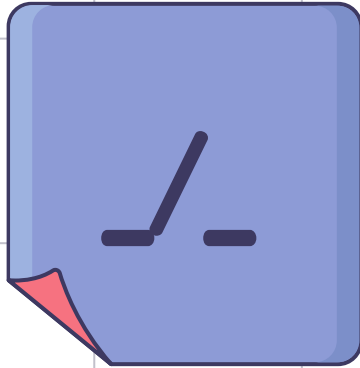


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Today's Stragety: To-Do Lists

Method to keep track of tasks

How to set up to-do lists?



Although a term almost everyone has heard, can be used
ineffectively

Maybe you need to divide the content

Ineffective

- Random list of items
- Vague goals to complete
- Unrealistic standards

Effective

- Prioritizes certain tasks
- Specific needs to meet
-

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Week 3

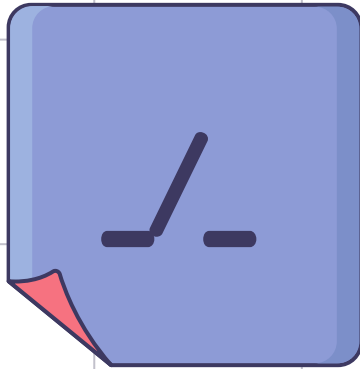


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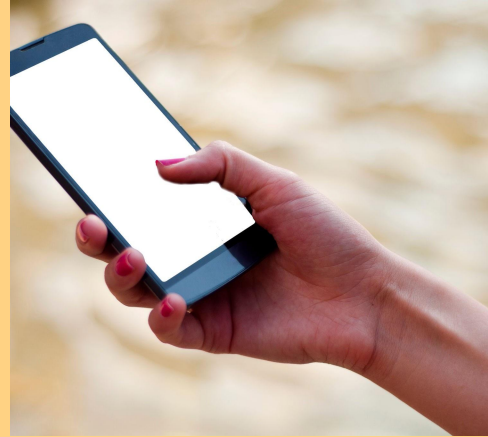
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Today's Topic: The Phone

Students' biggest issue!

**Phones are so
easily
distracting-it is
made to**



How often have you become a victim of doomscrolling? Well, most teens have-and it is okay to recognize it!

Tips & Tricks

What to Do

At home

Put phone
elsewhere

Give to
family
member

On Phone

Set screen time
limits on used app

Use do not
disturb to
avoid
notifications

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Week 4

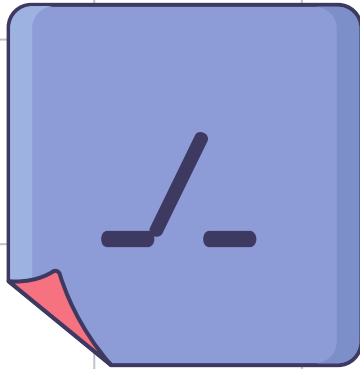


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Today's Topic: Food

Unsung hero!

Food=fuel

With food

Critical thinking, more energy

Without food

Slower thoughts, crankier moods



There are several breaks in school for food-use it!

01.

Breakfast

Best way to kickstart day towards success

02.

Nutrition

Quick break to get some easy energy

03.

Lunch

Time for a larger meal to stay ready for afterschool

04.

Snack/Dinner

Means to keep energy up while doing things after school

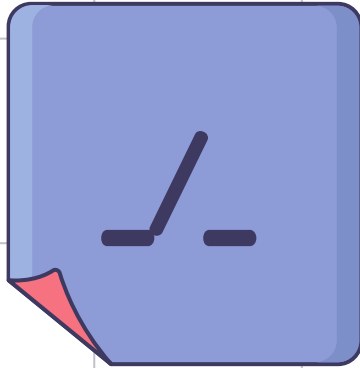
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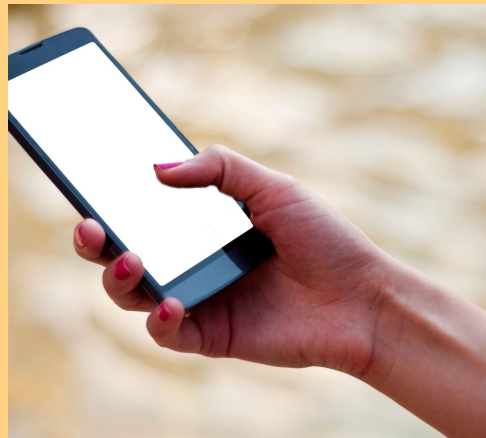
Week 5



Today's Topic: Notetaking

The basics of studenthood!

Retention rates significantly increase when writing



Yet, if notes are not strategically written, most benefits go away.

Well-written notes

Parts

Ways that notes can be better utilized

Concise

Less is more with notes, just get key info

Highlights

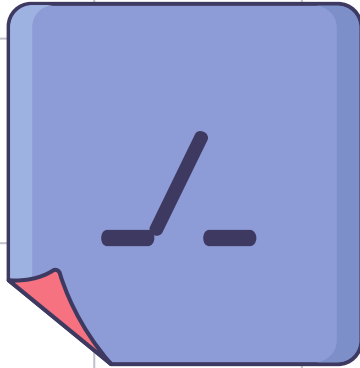
Any style works, as long as vocab/ points are emphasized!

Personalized

Write how you remember best, not what social media says

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Week 6



Today's Topic: Adaptability

Forgotten skill



Life happens

Sometimes plans get in the
way, or things just don't
happen



What matters

Once stuff has happened, you now have control of what you do about it

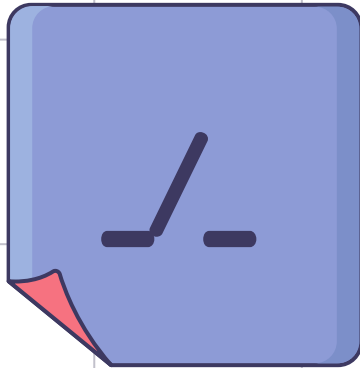
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Week 7



Today's Topic: Calendars

The importance of knowing your schedule!

Calendar Power

Calendars are a great tool for organization; places schedule into a solid place to look at and build on

Different kinds of Calendars

01.

Simple Paper

Helpful if you like writing things down

02.

Digital

Can link multiple accounts

03.

Apps(Like Notion)

Can be used as a wider tool

04.

Planner

Groups by month and related to tasks

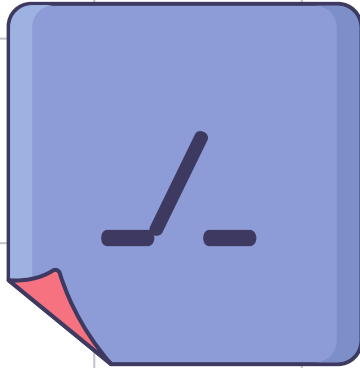
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Week 8



Today's Topic: Routines

Consistency always.

Building a Routine

- Start less often
- Gradually increase how often you do it
- Stay consistent-even with obstacles

Examples

	What to Do	Benefits
Life Habits	Waking up at same time	Provides stability in the daily
Work Habits	Studying dedicated times of day	Ensures studying will occur

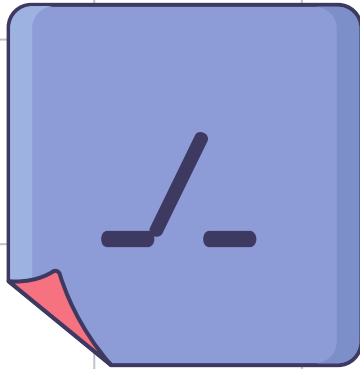
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Week 9



Today's Topic: Your room

Setting up for success

What to keep clean?

Desk

Keeping things
where they belong

Decor

Maximalism is
okay, as long as it
doesn't clutter

Floor

If your floor is
filled with clothes
or dust, can get
distracting!



**Clean room=clear
mind**

Your workspace sets up the standard of efficiency

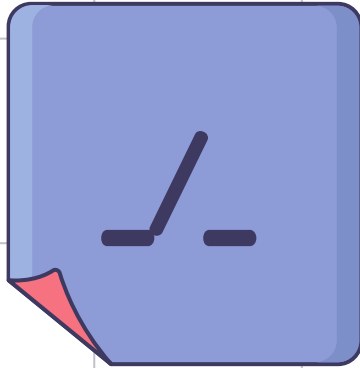
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Week 10



Today's Topic: Organizational Materials

Keeping everything in one spot



Binders Folders Notebooks



Some of the ways to keep papers organized

Methods

Often, people organize by subject, or more specifically, different kinds of items within a subject

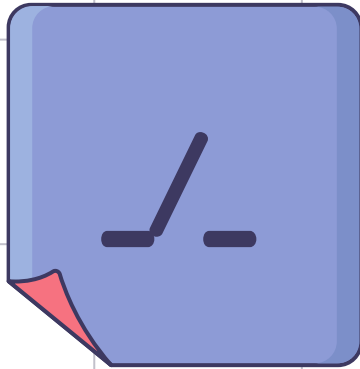
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Week 11



Today's Topic: Deadlines

Getting stuck on these?

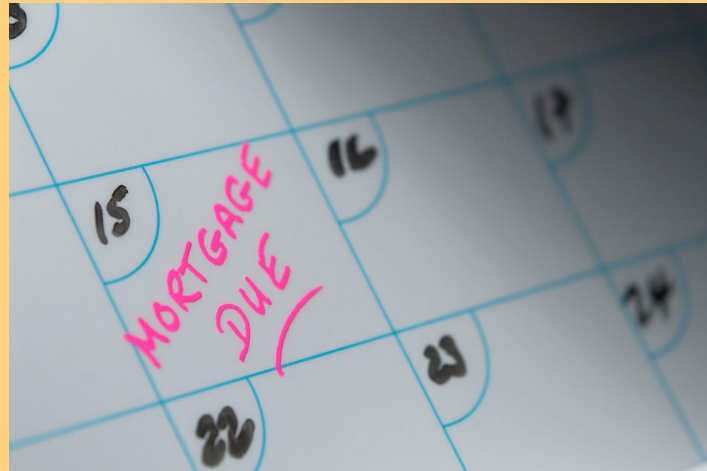
Easier When Kept Track Of

Think Ahead

Know your deadline much before it happens

Plan Ahead

Create a game plan to the time before it



How to plan ahead

Prepare

Staying prepared is key!

Prioritize

Depending on
how major it is

Chip Away

Do small bits
over time

Ask for Help

If you feel
overwhelmed,
reach out

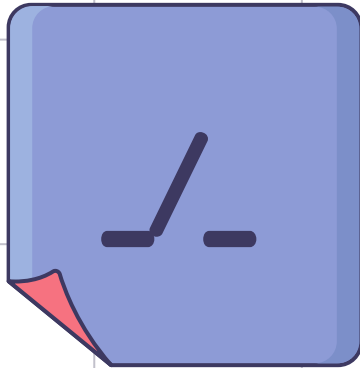
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Week 12



Today's Topic: Weekends

Starting the week strong!

What to do Over Weekends

01.

Reflect

What went well? What didn't

02.

Rest

Take time off after a busy week

03.

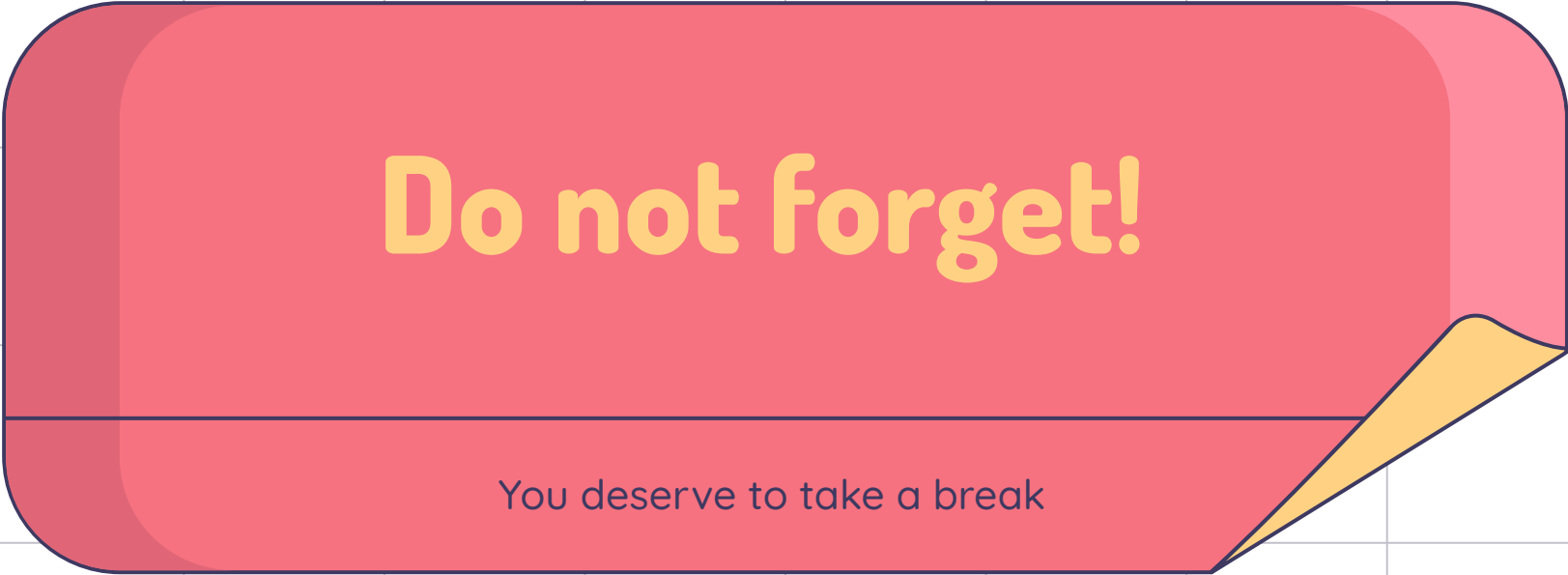
Goals

Set goals for the week

04.

Prep

Prepare any materials needed for the week

A pink sticky note with rounded corners and a folded bottom-right corner, set against a light gray grid background. The text "Do not forget!" is written in a bold, yellow, sans-serif font in the upper half, and "You deserve to take a break" is written in a smaller, dark purple, sans-serif font in the lower half.

Do not forget!

You deserve to take a break

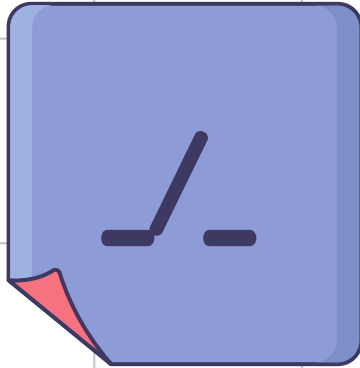
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Week 13



Today's Topic: Environments

Where the lock-in happens



The Right Spot

Sometimes, your desk
just isn't motivating

Go somewhere new!

Locations to Consider

Another room

Just as close but
different

Café

Get a treat while
studying!

Park

Enjoy the nature
outside

Library

Place where others
are locked in

School

Somewhere you
already go

Local Area

Place that is nostalgic
to you

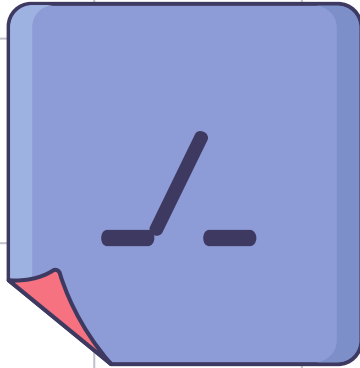
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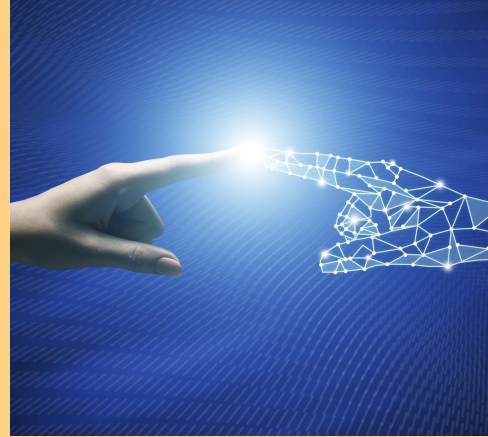
Week 14



Today's Topic: AI

The newest frenemy

**Is AI good or
bad?
Has both**



Becomes a major problem when it is a substitute for thinking

Truth of AI-so use wisely!

AI definitely has benefits-understanding how to do something, getting unstuck on a problem

Also has issues-lots of water consumption, can remove critical thinking skills

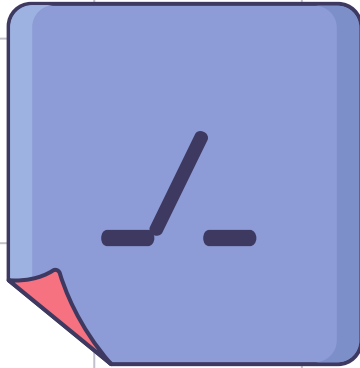
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Week 15



Today's Topic: Gameifying

Making organization fun

Removing Boredom

Use fun tricks to increase motivation
when nothing is there!

Turn into Games

Race

First one to
complete activity
wins

Points

Each task is worth
points

Treats

Get yourself a
mini reward as
incentive

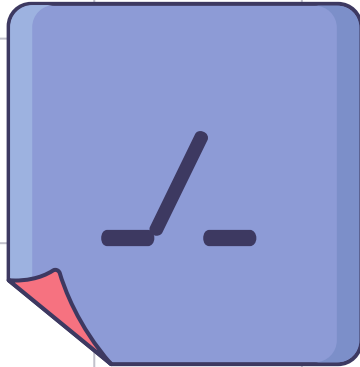
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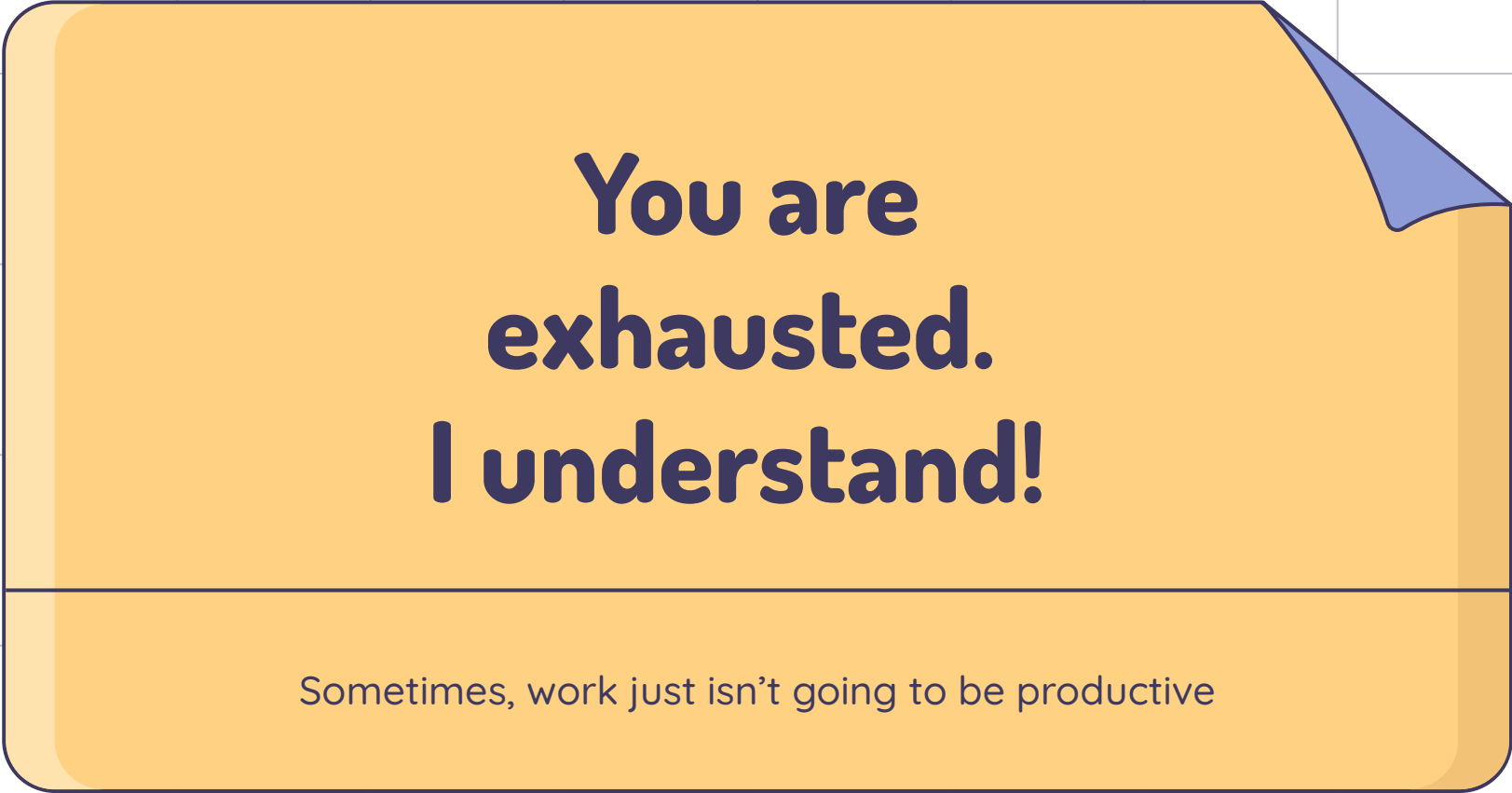
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Week 16



Today's Topic: Taking a Break

Just as important as the work itself



**You are
exhausted.
I understand!**

Sometimes, work just isn't going to be productive

Don't fret!

What to do instead:

- Take a nap(we need sleep)
- Do something physical
- Do a hobby you enjoy
- Spend time with loved ones

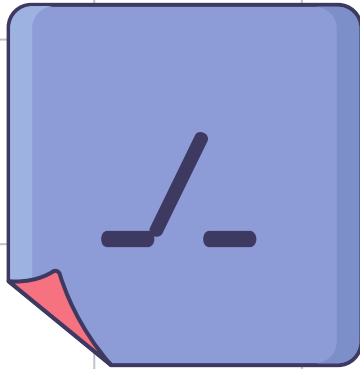
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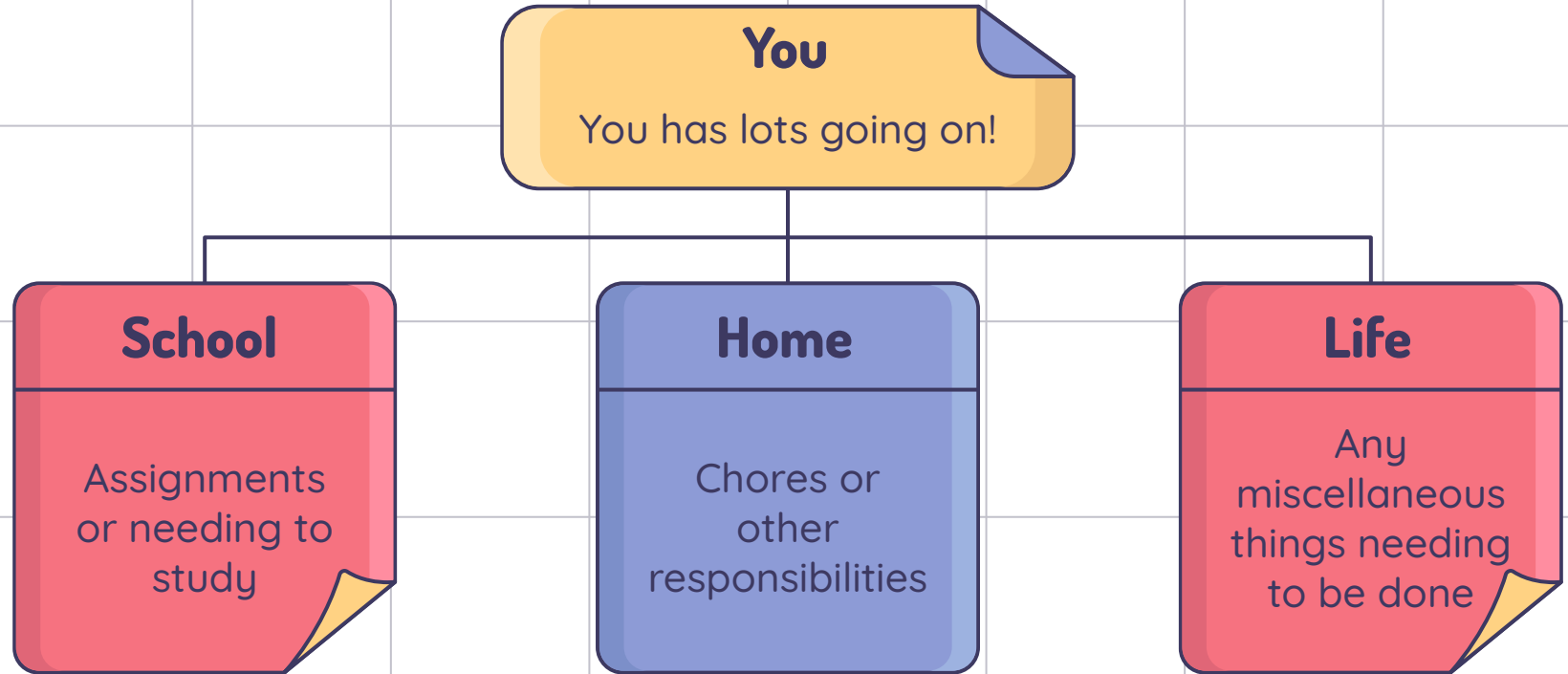
Week 17



Today's Topic: Priorities

Figuring out what matters most

Kinds of Priorities



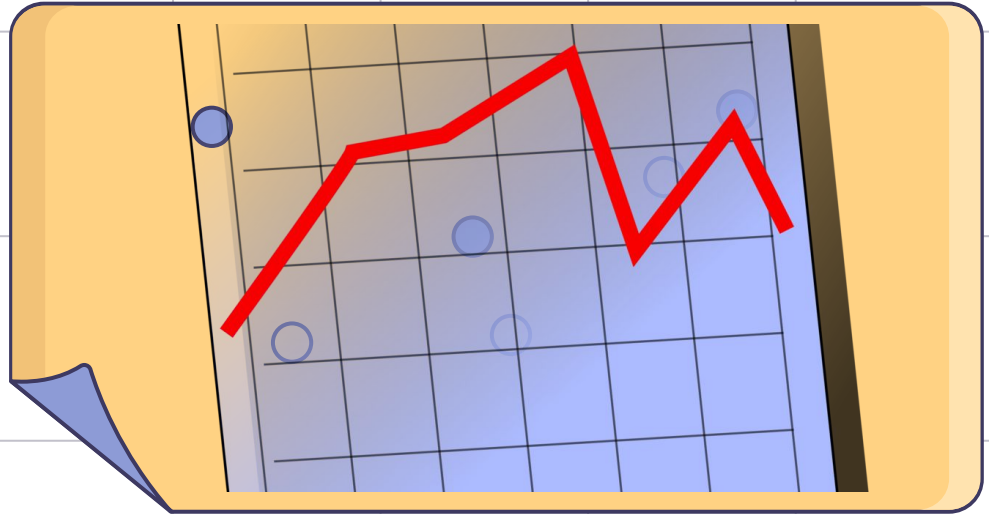
How to Measure What Matters

Importance

How much does it matter to you

Time

How long will it take?



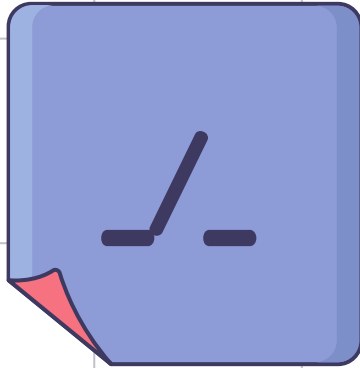
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Week 18



Today's Topic: Group Work

A often dreaded task

Strategize first.

Before already getting angry at partners, think of what you can do

Path to Group Success

01.

Set Timeline

Figure out how things get divided

02.

Understanding

Make sure *everyone* knows the plan

03.

Plan Worktimes

Prepare when to work together or solo

04.

Check-In

Reminders and check-ins so no one falls behind

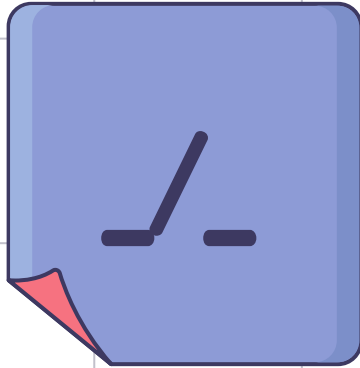
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Week 19



Today's Topic: Decluttered Digital Space

Making the digital realm just as organized



What to Do

	Declutter	Sort
Images	Delete any you don't need	Place in order of content
Files	Get rid of unused copies	Group by subject or similar form

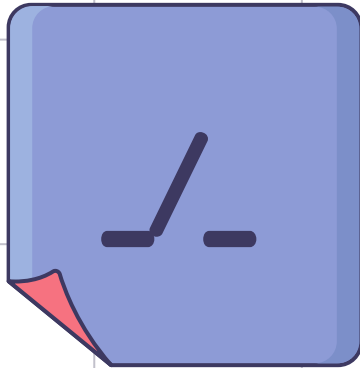
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Week 20



Today's Topic: Communication

Staying organized in your conversations

Clear Information

n

Communication improves
significantly when the ideas
explained are clear and simple

What to Focus On

Thoughts

Keep an
understandable
thought process

Talk

Have confidence
in your voice!

Move

Try not to fidget
too much;
distracts

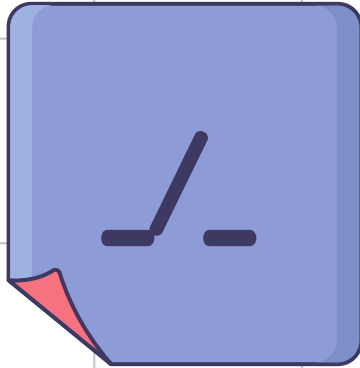
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Week 21



Today's Topic: Immediate Organization

Do it now and help yourself later

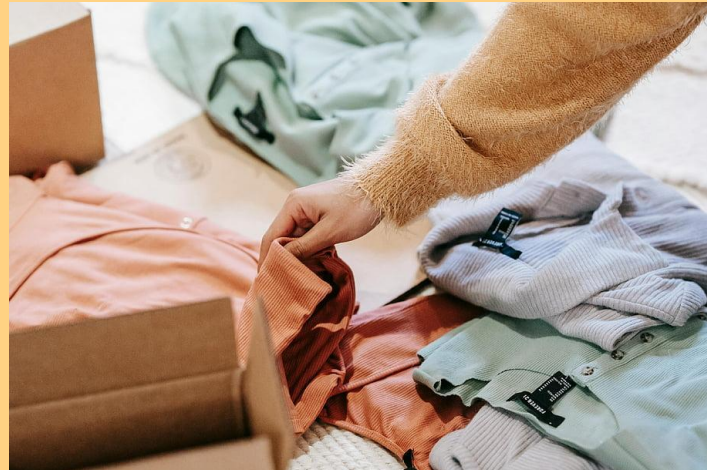
When Something New Enters a Space

Find it a Spot

Where does it most logically fit?

Put it there

Place it in its location as soon as possible



Things Pile up Quick

When you tell yourself 'I'll do it in an hour',
organization gets pushed back and becomes much
harder

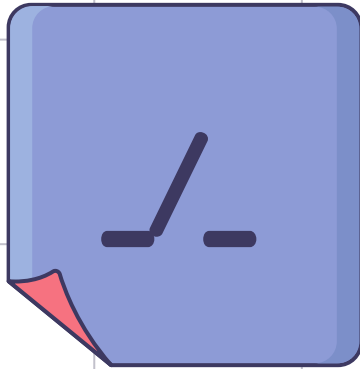
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Week 22



Today's Topic: Emails

The easiest place to not be organized

Too many emails you can't read?



Don't be afraid to look at it-that'll make it worse!

Organizing your Email Space

Open that Email

Nothing to be afraid

Remove

Unsubscribe
anything you
don't touch

Read

Open all your
unread emails

Check

Look at it
regularly
afterwards

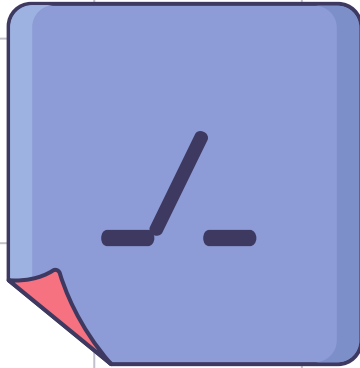
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Week 23



Today's Topic: Understanding Directions

Students' biggest issue!



Confused?

It can be hard to fully
comprehend directions,
making the completion
of a task that much
harder

What to Listen For:

Listen to the substantive parts of an
instruction-figure out what it is you
have to *do*

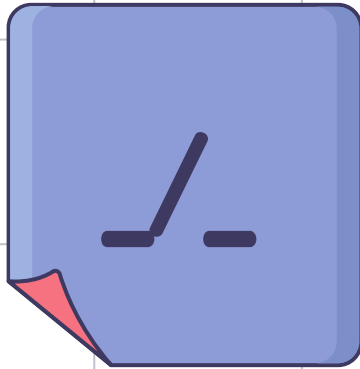
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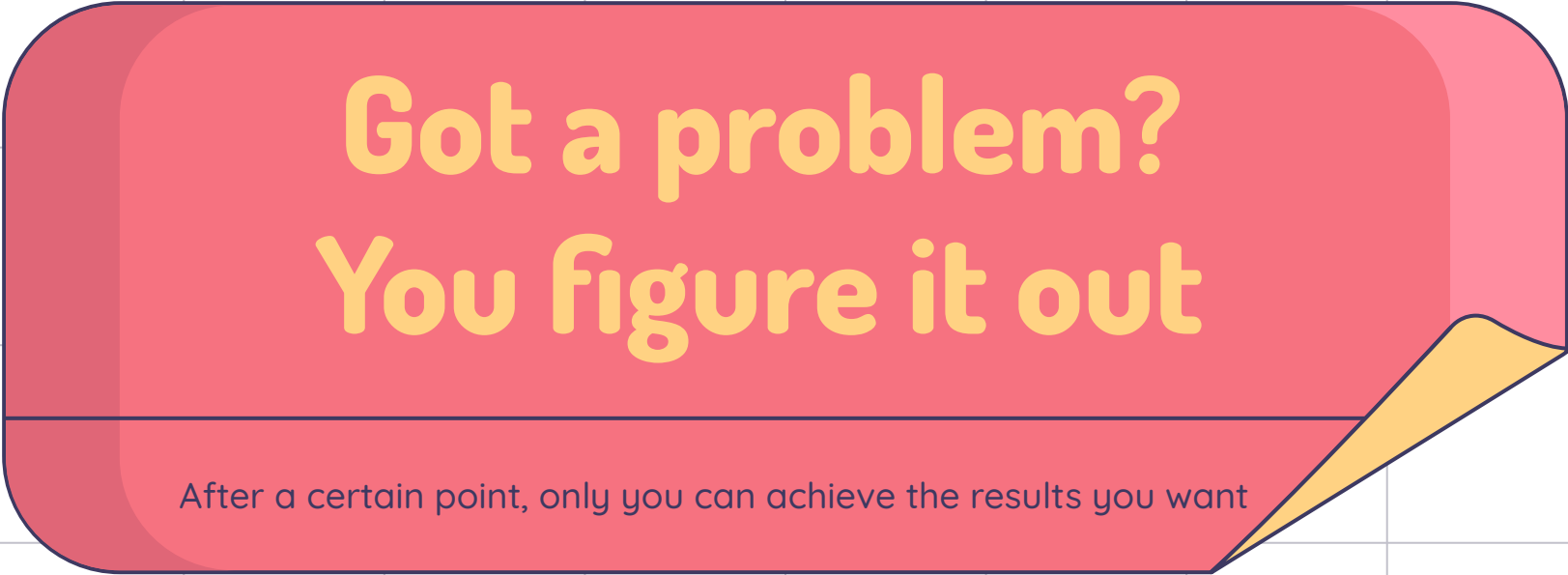
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Week 24



Today's Topic: Self Advocacy

Fight for yourself!



**Got a problem?
You figure it out**

After a certain point, only you can achieve the results you want

Ways to Advocate

Email

Have the necessary conversation

Question

Ask questions whenever possible

Right People

If needed, go higher

Records

Have records of issues/solutions

Proactive

Be the first one to reach out

Follow Up

Keep going until you find solution

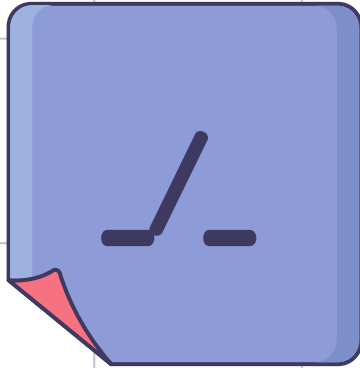
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Week 25



Today's Topic: Mentors

Find an inspiration-through a person

Benefits of a Mentor

Questions

If you have any questions, you have a place for a possible answer

Model

A good mentor could be the perfect model to stay on top of it

Connections

Your mentor may know people that help your future

Where to Find One?

**Start by going through the places
you already have a connection to**

**Ask family members/friends if
they know people**

Use LinkedIn

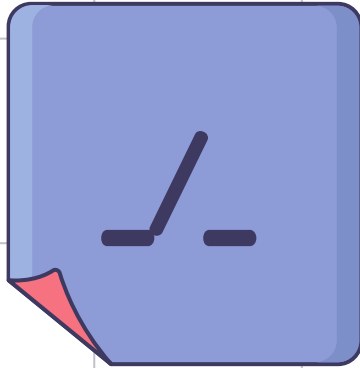
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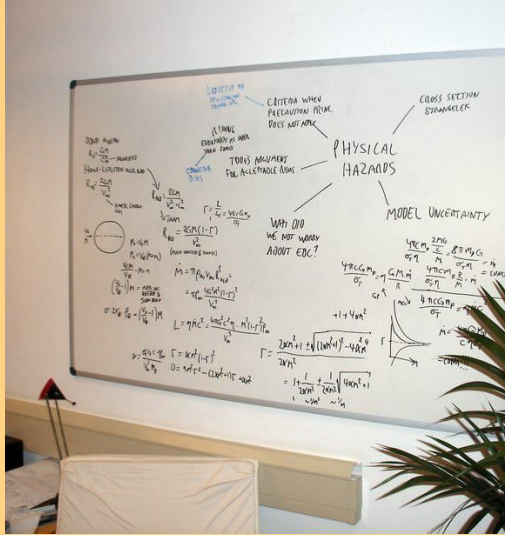
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Week 26



Today's Topic: Visual Planning

Sets goals to a tangible idea



Write/Draw

Putting your plans or goals into a visual format is extremely helpful to keep the ideas safe

Map it Out

Start with the Idea

What is the center goal?

Tasks

Figure out the
main tasks

Subgroups

Make as many
subgroups you
want

Branch Out

Branch out
any needed
information

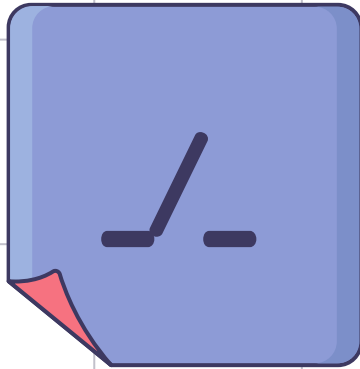
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Week 27



Today's Topic: Teaching

Huge way to learn

Why Teach?

Teaching has been found to be one the strongest and best ways to learn and retain information

What it Does

Communication

Shows how good your communication skills are

Learn

Locks in info-or proves where there's gaps



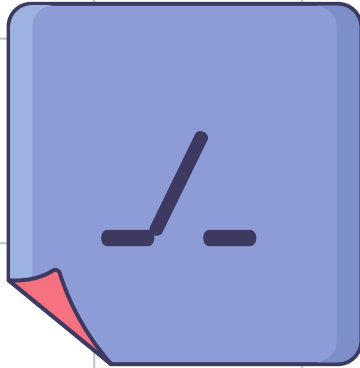
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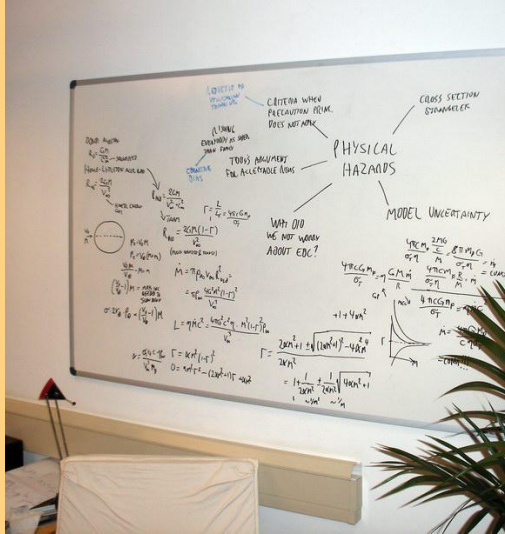
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Week 28



Today's Topic: Accountability Buddy

Get through the hard stuff with someone



Alone

It is much harder to make sure you complete your goals when it's up to you

Having a Buddy

Check Up

Every so often,
each person can
check up to make
sure we stay on
task

Motivate

If needed, a
buddy can
provide
motivation you
may lack

Connection

By having a
buddy, you
strengthen a
relationship

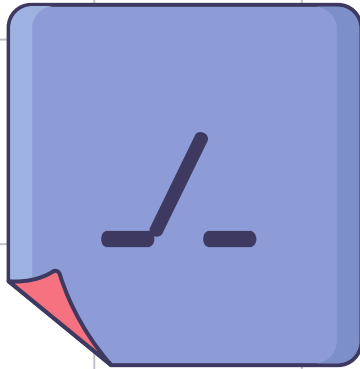
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Week 29



Today's Topic: Night Before School

Sets the year up

What to Do

01.

Finish

Complete anything that *has* to get done

02.

Prep

Put things where they need to be for tomorrow

03.

Double Check

Recheck that everything is set

04.

Sleep!

Start a good sleeping routine early

Get Ready Mentally

No matter how hard the year could be, believe in your systems

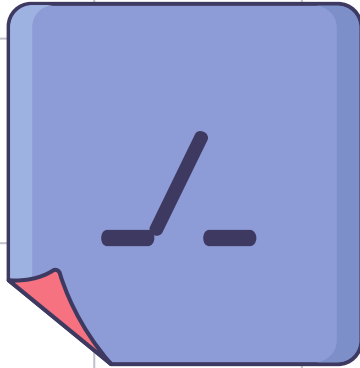
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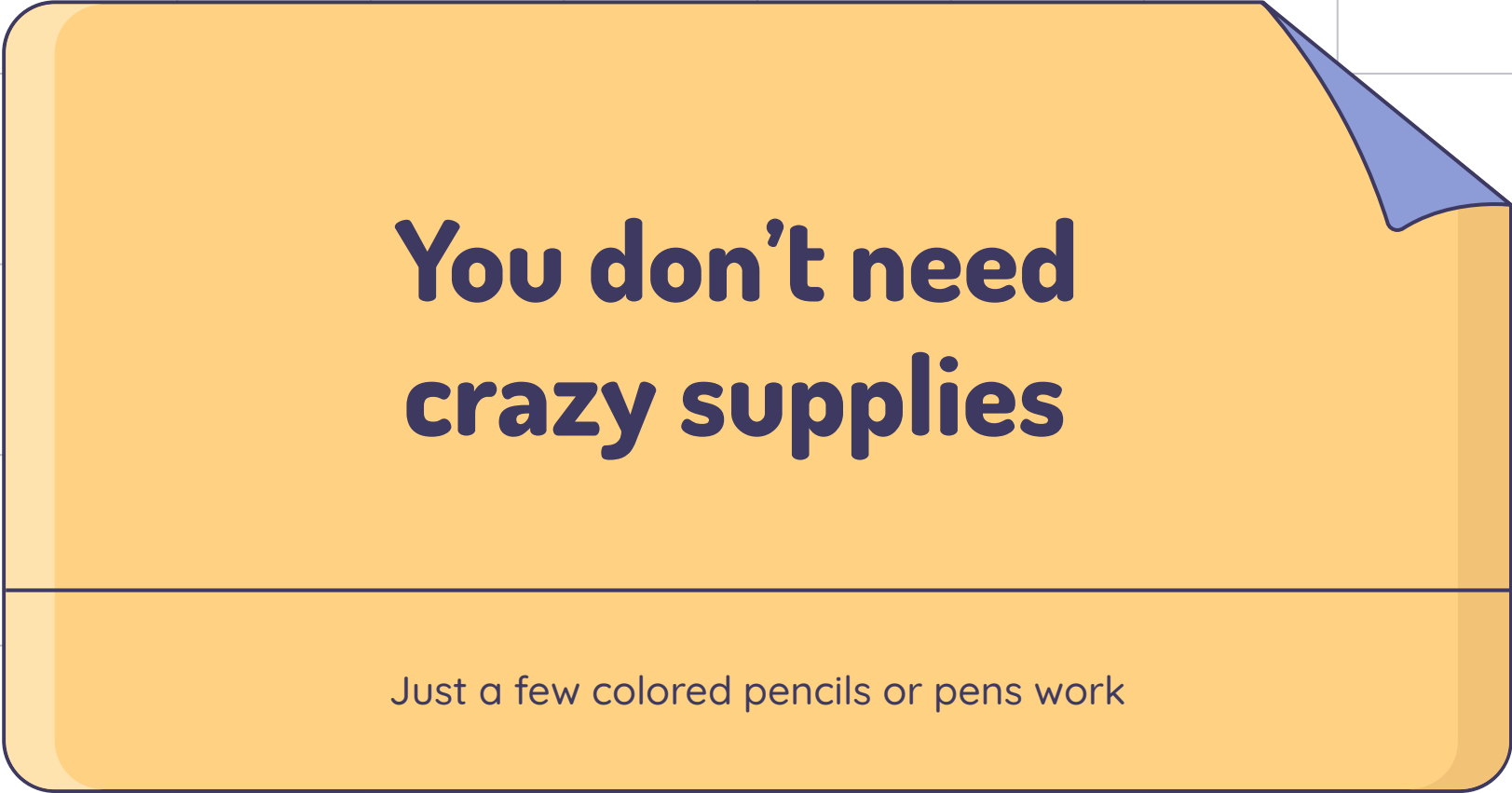
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Week 30



Today's Topic: Color Coding

Super helpful organization technique



**You don't need
crazy supplies**

Just a few colored pencils or pens work

Where to Use It

Notes

Organize your notes in a visually appealing way

Planners/Calendar

Schedule different events with different colors



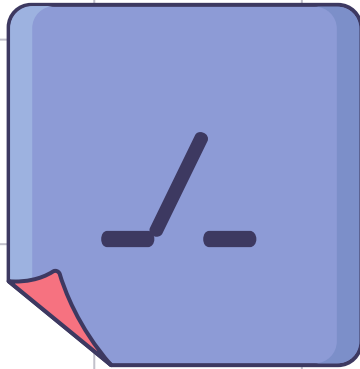
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Week 31



Today's Topic: Multitasking

What not to do

Multitasking Doesn't Actually Work

Instead, it makes you slower and less effective overall

Concentrating Instead

When you are doing your work, attempt to go piece by piece, as it will produce faster results(even if it seems counterintuitive)

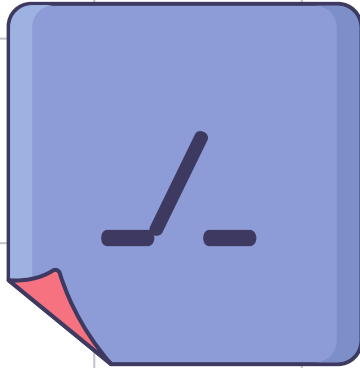
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Week 32



Today's Topic: Saying No

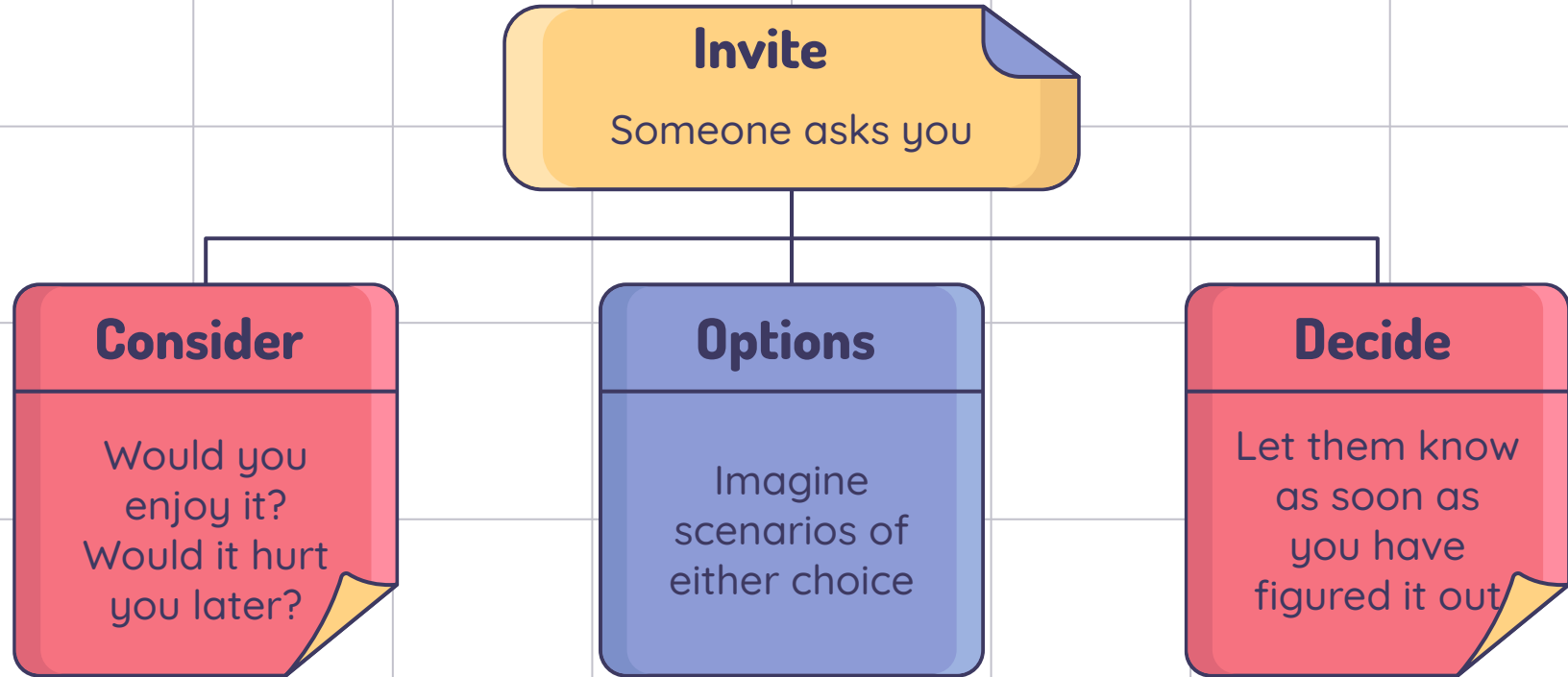
Keeping your peace



There are only 24 Hours in a Day

Use them in the best way for your success and fulfillment

Process of Answering



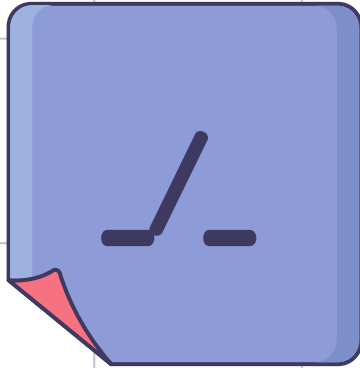
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Week 33



Today's Topic: Scheduling

Create sustainable time blocks



Good Prep

By planning your
schedule beforehand, it
will save lots of stress in
the future

Remain Flexible

Things happen, so having a strict schedule may limit your potential

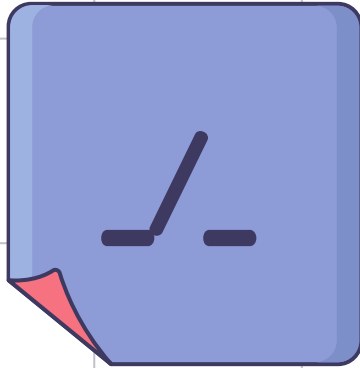
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Week 34



Today's Topic: Automating

Being able to focus on the hard stuff

The Point

Automating certain tasks can relieve so much time that could be better spent elsewhere.

Make your choices on spending energy wisely!

Situations to Apply it to

Finances

As we get older,
money systems
can be long and
tedious

Pre-Send

Plan texts you
already have in
mind for their
send time

Reminders

Don't force your
mind to
remember every
task you have to
do

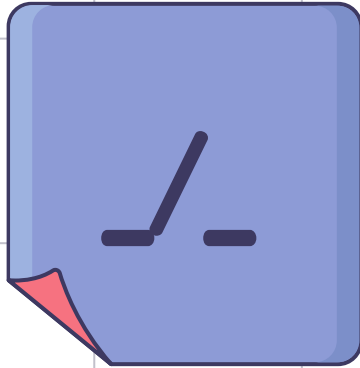
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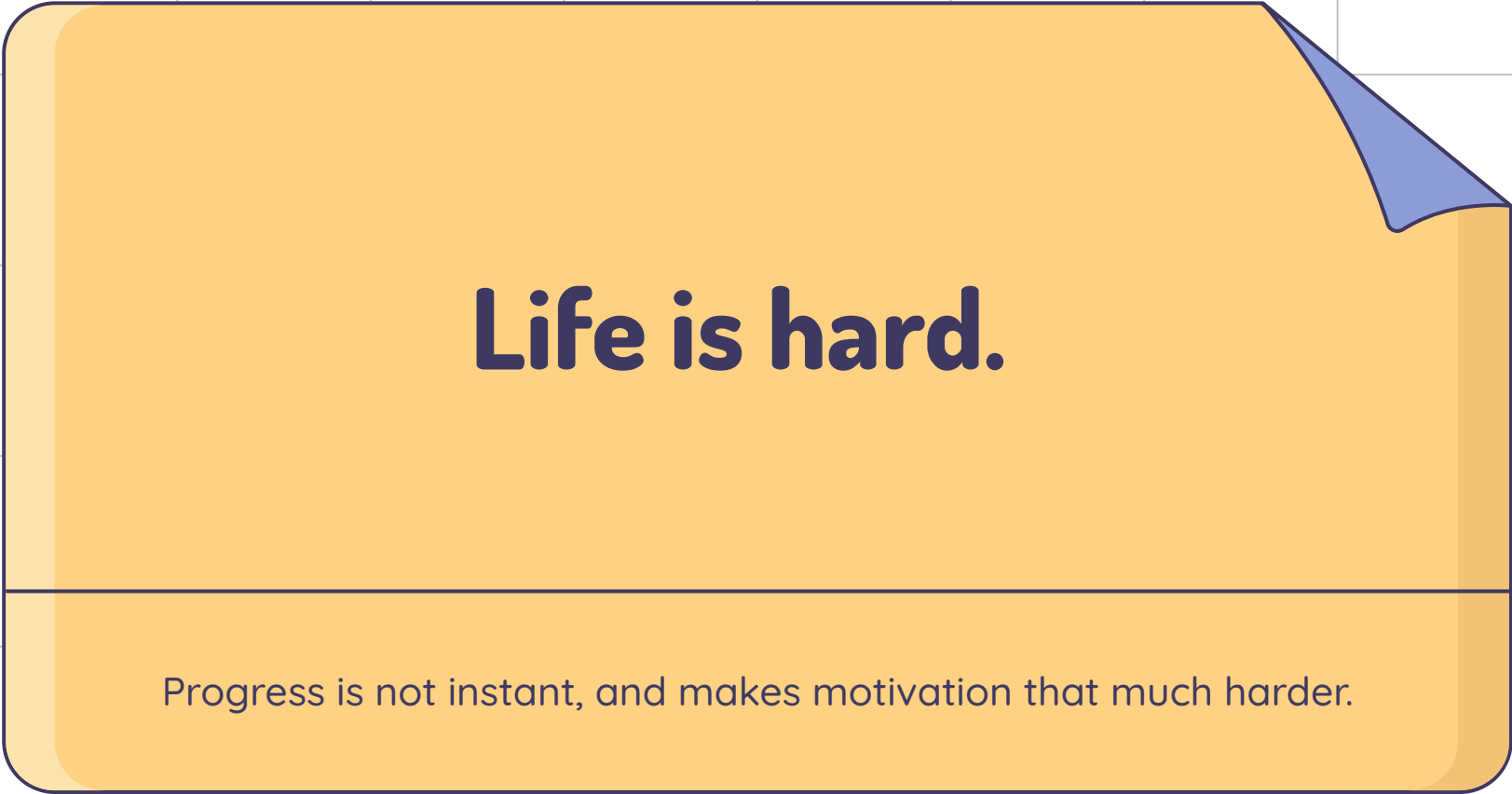
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Week 35



Today's Topic: Patience

Knowing things take time



Life is hard.

Progress is not instant, and makes motivation that much harder.

Where Patience is Needed

School

Your grades won't change in an instant

The Daily

Consistency takes practice and grace



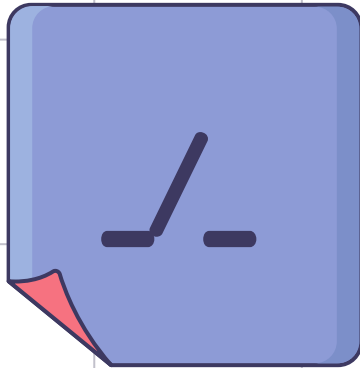
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Week 36



Today's Topic: Naming

Makes everything clearer

Why is it Helpful?

Oftentimes, we get overwhelmed or confused because we see stacks of items that have no designated category. By naming groups, it can save so much stress of organizing things.

Using Name/Title Systems

01.

Google Drive

Different folders for various uses

02.

Phone

Making every app clear and current

03.

Physical Materials

Easily accessible papers and work

04.

Room

Being able to remind yourself where things are

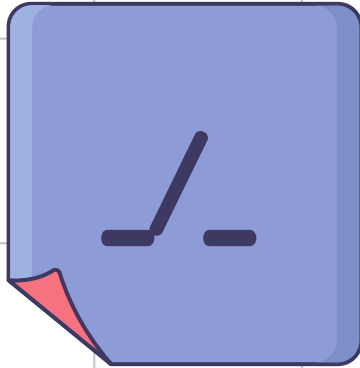
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Week 37



Today's Topic: Alarms

Keep yourself in check

Using Alarms

Being proactive about alarms is the best way to utilize them, as they are set up to be prepared before the chaos of life.
Use as many as needed!

Benefits

Things on Time

A reminder when things need to be completed

Less Guilt

If something else reminds you, no guilt of forgetting



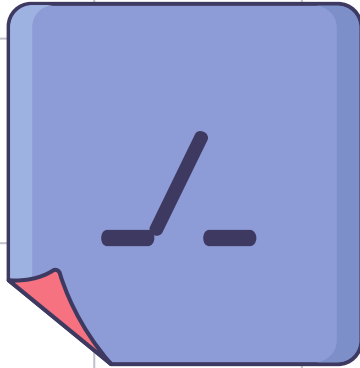
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Week 38



Today's Topic: Support Systems

Others are there for you



Help is Good

Whether you need
someone to talk things
through, plan an event,
or understand
something, people are
around for a reason

People Exist!

Friends

The relationships
you have built
with trust

Family

Built-in
connections to
people

Adults

People who have
likely already
done what you
need to do

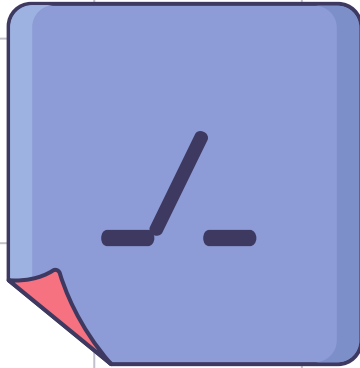
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Week 39



Today's Topic: Distractions

Actually doing what you need to do

The World is Distracting

All around us, infinite things are happening simultaneously

Ways to Stay Locked In

01.

Certain Music

Some music is distracting, others help

02.

Website/App Blocks

Limiting access of distracting sites

03.

Being Alone

Not having people to talk with

04.

Imagination

Feel the satisfaction you will get after finishing

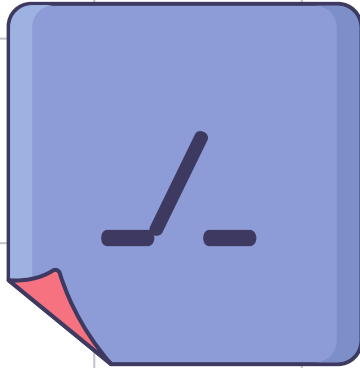
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Final Week



Today's Topic: Reflection of the Year

Let's reflect on what we have learned

New Skills?

Learned

Have you learned
any tips that
resonated?

Applied

Have you put
these learned tips
into motion?

Shared

Have you taught
your friends
things you found
interesting?

Thank you!

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