



AVOIDING DISASTER:

TIPS FOR GETTING ORGANIZED

tips

TIPS FOR RESEARCH

- ☐ know what you're looking at—read citations and records accurately
- ☐ email good citations and articles to yourself as you find them
- ☐ keep track of what you've done, what worked and what didn't
- ☐ take good notes (clearly mark quotes, paraphrases, summaries, and your own thoughts)
- ☐ organize your research as you gather it
- ☐ print out web pages that you plan to use

TIPS FOR TIMING & ORGANIZING

- ☐ make sure you understand the assignment
- ☐ estimate how much time you think the assignment will take and double it
- ☐ break the assignment down into small parts and set deadlines for yourself
- ☐ if you can't efficiently what you need, get help
- ☐ leave yourself time to do the paper or project—don't get stuck in the research or planning process
- ☐ bounce ideas around with friends, classmates, etc.
- ☐ take advantage of the UCLA resources for students
- ☐ attend a workshop for more tips and practical ideas

resources

RESEARCH

- ☐ Ask a librarian at the reference desk
- ☐ Ask your professor or T.A.
- ☐ Ask a librarian online
<http://help.library.ucla.edu>
- ☐ Check out the College Library's online guides
<http://www.library.ucla.edu/college/help/guides.htm>

WRITING & STUDYING

- ☐ AAP Tutorial Services
<http://www.college.ucla.edu/up/aap/tutoring/index.html>
- ☐ Academic Success Workshops from ORL
<http://www.college.ucla.edu/aitc.covel.html>
- ☐ Campus Computer Labs
<http://www.computerlabs.ucla.edu/Info.asp>
- ☐ Office of Students with Disabilities
<http://www.saonet.ucla.edu/osd/>
- ☐ One-on-one writing tutorials for international students
<http://www.internationalcenter.ucla.edu>

STRESS & WELLNESS

- ☐ Ashe Health and Wellness Center MindBody Programs
<http://www.studenthealth.ucla.edu/>
- ☐ Make Friends and Create a Strong Social Network
UCLA Center for Student Programming
<http://www.studentactivities.ucla.edu/>
- ☐ Student Psychological Services
<http://www.saonet.ucla.edu/sps.htm>
- ☐ Sweat Your Stress Away and Relax UCLA Recreation
<http://www.recreation.ucla.edu/>
- ☐ Workshops at the Center for Women and Men
<http://www.thecenter.ucla.edu/>
- ☐ Workshops at Covel
<http://www.college.ucla.edu/up/Workshops/>

OTHER STUFF

- ☐ CLICC Workshops
<http://www.clicc.ucla.edu/workshops/>
- ☐ Office of the Dean of Students
<http://www.deanofstudents.ucla.edu/>

