



AVOID DISASTER:

# TIPS FOR GETTING ORGANIZED

## Tips

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### **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.

### **TIMING AND 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 by using the Assignment Calculator.
- If you can't efficiently find what you need, get help.
- Leave yourself time to do the paper or project; don't get stuck in the research or planning processes.
- 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

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### **RESEARCH**

- Ask a librarian at the reference desk.
- Ask your professor or TA.
- Ask a librarian online at <http://www.library.ucla.edu/questions>.
- Check out the UCLA Library's research guides online at <http://guides.library.ucla.edu>.

### **WRITING AND STUDYING**

- AAP Tutoring Programs  
[http://www.aap.ucla.edu/tutoring/peer\\_learning.html](http://www.aap.ucla.edu/tutoring/peer_learning.html)
- Academic Success Workshops from ORL  
<http://www.ugeducation.ucla.edu/aic/workshops.html>
- UCLA Computer Labs  
<http://map.aisucla.edu/go/1004110>
- Office for Students with Disabilities  
<http://www.osd.ucla.edu>
- One-on-one writing tutorials for international students  
<http://www.internationalcenter.ucla.edu>

### **STRESS AND WELLNESS**

- Mind Body Clinic  
Ashe Student Health and Wellness Center  
<http://www.studenthealth.ucla.edu>
- Make Friends and Create a Strong Social Network  
UCLA Center for Student Programming  
<http://www.studentactivities.ucla.edu>
- Counseling and Psychological Services  
<http://www.counseling.ucla.edu>
- 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>
- Academics in the Commons  
<http://www.ugeducation.ucla.edu/aic>

### **OTHER STUFF**

- Online IT Tutorials  
<http://www.learnIT.ucla.edu>
- Office of the Dean of Students  
<http://www.deanofstudents.ucla.edu>

