**Tips for being a super-organised student**

**posted 2 hours ago by Amy**

I have always admired students who hand their homework in on time and never forget to do it. Me, on the other hand, … OK, I admit. I’m terrible at getting myself organised!

But lately I’ve started keeping a small study diary. I write down everything I need to do and when it needs to be done by. Then I write a reminder a few days before the date just in case. It’s helping.

So I was wondering, what are your tips for getting organised? Post a comment below. I’m hoping we can all share some tips to teach us all better study skills.

#### Comments

#### Hana

Good question, Amy. I always spend about five minutes at the end of the day tidying up the desktop on my computer. I make a backup of important documents. I delete things I don’t need any more and put everything into the correct folder.

#### Amy

Nice tip, Hana. I think it’s a good idea to do a little bit of tidying up every day. Then it becomes a habit and your desktop is always organised.

#### Gloria

The most important thing is to start studying a few weeks before the exams and not leave it until the night before! That’s just common sense, I think.

#### Amy

Thanks, Gloria! I agree.

#### Lou

Hi, Amy. My tip is to have a big noticeboard in your bedroom, divided into different sections. I’ve got one. It’s a whiteboard. I’ve got a section for each school subject and another one for other stuff. I use board pens to write reminders and I make sure I look at it every day. The best part is when I remove something from the board!

#### Amy

Great tip, Lou. I’ve got a cork board with pins. I use it in the same way.

**Are these sentences True or False? Underline the part of the text that proves it.**

1. Amy is very good at handing in her homework on time.

Principio del formulario

Final del formulario

2. Amy writes down the date she has to hand in her homework.

Principio del formulario

Final del formulario

3. Hana tidies her computer desktop twice a day.

Principio del formulario

Final del formulario

4. Amy thinks Hana’s tip is good.

Principio del formulario

Final del formulario

5. Gloria thinks the date you start studying is important.

Principio del formulario

Final del formulario

6. Lou thinks the best thing about having a noticeboard is using board pens.

Principio del formulario

Final del formulario

**Write words to fill the gaps**

Amy is asking for \_\_\_\_\_\_\_\_\_\_ about organising school work. She keeps a \_\_\_\_\_\_\_\_\_\_ with a record of her homework. She also writes a \_\_\_\_\_\_\_\_\_\_ in case she forgets. Hana thinks it's important to keep your computer \_\_\_\_\_\_\_\_\_\_ clean and tidy. She deletes things she doesn’t need and puts her work into separate \_\_\_\_\_\_\_\_\_\_ Gloria says it's important to start studying in plenty of time and not to leave things until the night \_\_\_\_\_\_\_\_\_\_! Lou’s tip is to use a noticeboard, divided into sections for each \_\_\_\_\_\_\_\_\_\_. He thinks the best thing about this idea is the feeling he gets when he \_\_\_\_\_\_\_\_\_\_ an item!