Organizational Skills + Practice with OneNote

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Does this sound like you, or someone you know?

▶ "I can never find my to do list."

▶ "Why is there never enough time in the day to do everything I need to do?"

▶ "How can I possibly get to my next class in 5 minutes?"

▶ "I'm always late in the morning because I can never find the clothes I want to wear."

▶ "I don't do as well as I want on assignments because I always seem to forget to do some part of it…"

▶ "I get myself or other people stressed out because I'm always forgetting where I put things, times when things are happening, or what I'm supposed to be doing."

Why Are Good Organizational Skills Linked to Success…in EVERYTHING?

▶ They allow you to work efficiently and effectively at any task you undertake

▶ They reduce stress that can hinder your achievement

▶ They buy you time and energy to reach your true potential in everything you take on

▶ They allow your true talents and abilities to shine through by preventing chaos and disorder

The Impact of Poor Organizational Skills on Students...

- According to one survey based on poor organizational skills...
  - Two out of every three young adults reports feeling stress on a daily basis

  - 74% of young adults said that their twenties are more stressful than that of their parents

  - 68% of young adults describe their peers as "really" or "kind of" stressed

  - 62% of high school students feel they are always or frequently rushed to keep up with high school, jobs, family and social lives

  - 43% said they would like to increase the amount of time spent with family..but don't know where they'd find the time

Organizational Skills: Separating Fact from Fiction

- Myth: Organizing is the same as being neat.
- Fact: Organizing is not about how a space looks, but how it functions.

- Myth: Being organized is a talent you're either born with, or not.
- Fact: Organizing is a learnable skill.

- Myth: Organizing is about throwing things away.
- Fact: You can keep everything that you want and still get organized.

Roadblocks to Good Organization

- "Homeless" items and tasks

- Inconvenient storage

- Overly complex organizational systems

- Having more stuff than space available

- The "out of sight, out of mind" mindset

- Fear of losing your individuality

- The belief that organizing is boring

- Unclear goals and priorities

What Needs to Be Organized In Your Life?

- ▶ Space and physical possessions
- ▶ Tasks such as projects and reports
- ▶ Your Time

Sound off!

- In the chat, please type the number of which one is most challenging for you.

  - 1: physical spaces
  - 2: time
  - 3: projects and assignments
  - 4: all of the above

- What organizational systems have you been able to stick with and find effective?

The 3-Step Plan to all Organizational Tasks
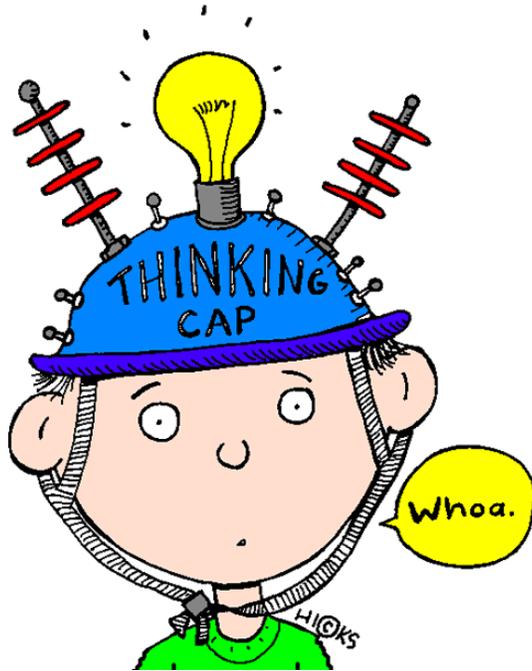
- ▶ Analyze
- ▶ Strategize
- ▶ Attack

Step 1: Analyze

- Identify
  - what's working and what's not

  - what is essential with the space or task that you are organizing

  - what the pay-off will be for you to get organized

  - what the specific problem is (i.e. the roadblocks to good organization we looked at earlier)

Step 2: Strategize

- Two Important Strategies

  - Air BNB Model
    - Clear areas, zones, or tasks broken down and clearly labeled so there can be no confusion

  - Time Blocking
    - Estimate the time it will take to do the work of organizing the space

Step 3: Attack

▶ The approach here will depend on which organizational problem you are "attacking". This could include:

  ▶ Space or physical possessions (i.e. MP3 collection, your bedroom closet)

  ▶ A task or report (i.e. an English essay)

  ▶ Managing your time (over a day, a week, a month)

Attacking a Space

- There is a 5-step SPACE formula:
  - **S**ort: go through each possession and group of similar items
  - **P**urge: get rid of duplicates, excess, undesirable and irrelevant
  - **A**ssign a Home: decide where items you keep will "live"
  - **C**ontainerize: use containers to keep items separate
  - **E**qualize: maintain and update your system over time

  - More info: KC Davis @domesticblisters
  "How to keep house while drowning"

Attacking Time

- There is a 4-Step WADE formula

    - **W**rite it down: Write all activities in your planner/Outlook

    - **A**dd it up: Estimate how long each task will take

    - **D**ecide when: Designate when each task will be completed

    - **E**xecute your plan: Put your plan into action

Time Organization Challenges

- Sometimes there just aren't enough hours in a day to do everything you think you need to do. Consider these 4 "D" strategies:

  - **Delete** the task: decide, based on your priorities, what you won't be able to accomplish that day or week

  - **Delay** the task: determine what's still important to be done but you can delay until a later time (beware of procrastination here!)

  - **Diminish** the task: try to determine the most efficient way to get the task done without taking the maximum amount of time

  - **Delegate** the task: see if you can find a helper or someone else (where appropriate) that can complete the task for you

Time Organization Challenges

▶ Beware of the 2 Ps: Procrastination and perfectionism!!!

   ▶ **Procrastination**: some people say they "work best under pressure." Most people just scrape by when working against the clock, and are not able to do their best work.

   ▶ **Perfectionism**: none us are perfect and no one expects your work to be perfect either. Delaying or not handing something in until it is "perfect" in your eyes typically leads to a poorer mark than if you had handed in your best work on time.

Attacking Tasks and Reports

- Whether it is daily tasks, major projects or an annual review, there are lots of ways you can make organizing your life more effective

- The key to organizing anything in your life is that it has to fit who you are – one person's organizational system may not work for everyone!

Attacking Tasks and Reports

- **Organizing a Notebook for each area**:

  - Use one Notebook for each subject

  - Separate and label sections of the binder appropriately
  - Do not overload notebooks until your computer chokes– use multiple binders to split up units in a course if need be

  - Be strategic about tags and labels – don't "shove it in and hope to find it later!"

Attacking Tasks and Reports

- **Completing daily tasks**:
  - Immediately create action items in Outlook

  - Clearly label the files related to that task and include the date

  - Make any additions or corrections to task each time it is reviewed – make notes if you need to go back and change a strategy

  - Decide if it makes sense to keep the task in your binder in sequential order, or in a separate section labeled with that task's name

Attacking Tasks and Reports

- **Working on a report**:
  - Record the due date in Outlook
  - Read carefully the expectations
  - Do any background research required, and record it in OneNote
  - Plan ahead so that the report is completed over several days, if necessary
  - Clearly label Report sections for clarity
  - Have your manager review a rough draft of the report a couple of days before it is due for their feedback
  - Keep final draft of report in a labeled section in your binder
  - Keep returned report with teacher feedback for annual review

Attacking Documentation

- **When a project has concluded:**
  - Put all notes, handouts, assignments related to the project in one binder or folder
  - Ensure that all notes are in order, by date
  - Review notes and highlight key concepts
  - Make separate summary on important ideas and concepts that made the project unique
  - Keep Final report in a separate section in your binder, complete with corrections

Do you need to spend money to be organized?

▶ Everyone has a different organizational style, and for some students, having organizational "stuff" seems to help them want to be and stay organized

▶ I encourage you to use digital resources and Microsoft365 suite provided by WakeTech – it is the industry standard!

▶ Here are some examples of organizational items that may help you (look at the Dollar Store before spending more bucks at places like Staples for the same things!) Remember that your Pearson agenda was "free"!

Sticky notes
Tabs
Labels
Dividers
Plastic cover sheets
Folders
Duo-tangs
Highlighters
Pencil case or box
Tote containers of different sizes

In Summary…

- Organizational skills are not genetic – we all have to work at them throughout our life

- The time it takes to get organized is worth it – it saves you both time and stress in the long run

- There is no "one size fits all" organizational system – it truly has to complement your interests and tendencies

- Good organization requires maintenance for it to be effective – you're never really "done" organizing your space, time, or work

Half Time Check In

▶ Which of these were new to you?

▶ What stood out as a strategy or mindset that you plan to use immediately?

▶ Now, get out your laptop, open a browser to waketech.edu We are going to practice!

Practice with OneNote:

Tips and Tricks for Organizing your Tasks and Reports

WRITTEN BY: MAGGIE MARYSTONE

13 ONENOTE TIPS & TRICKS FOR ORGANIZING YOUR NOTES BETTER (ONLINE-TECH-TIPS.COM)

Today's Goals:

Explore the capabilities of OneNote….

… and **Use** them to…

Create at least ONE oneNote notebook for this semester!

0. How to Get to OneNote

- ▶ Desktop Version
  - ▶ Windows key
  - ▶ Search for "OneNote"

- ▶ Web Version
  - ▶ Sign into Student Portal
  - ▶ Select Create
  - ▶ And Boom! You're there!
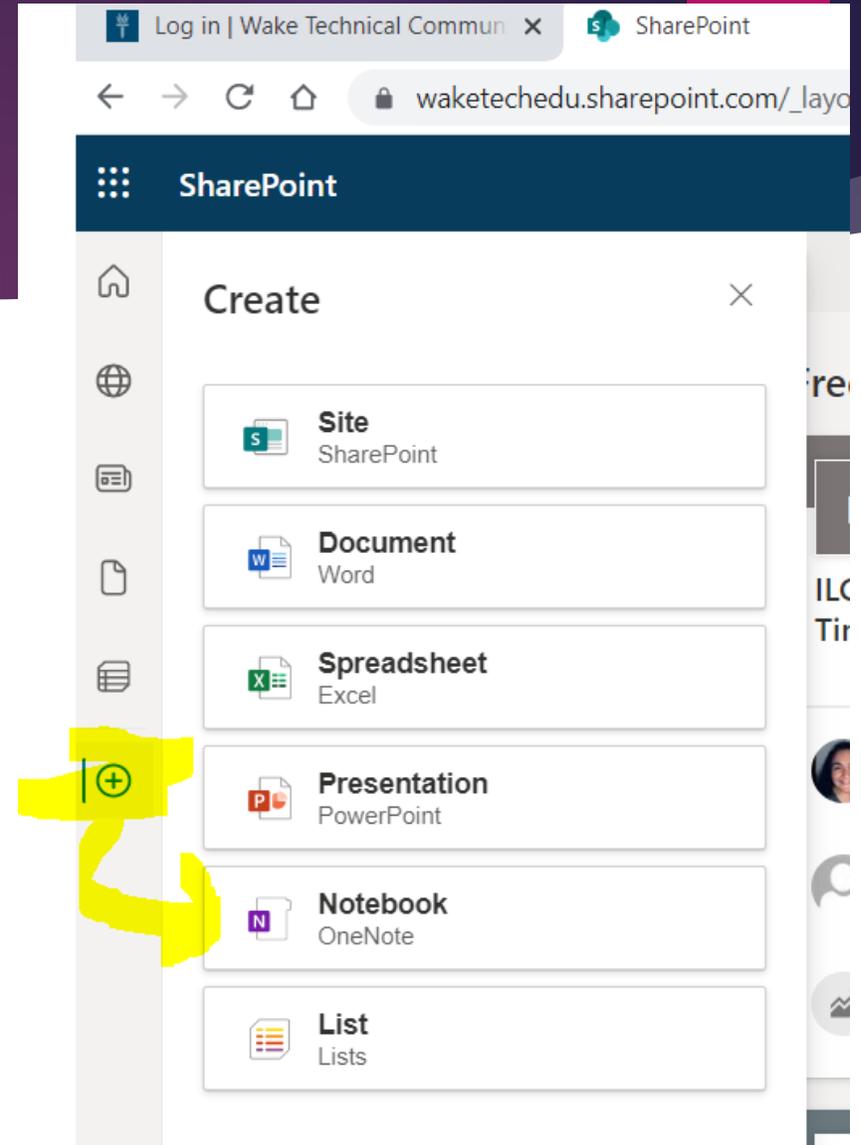
1. Create Multiple Notebooks
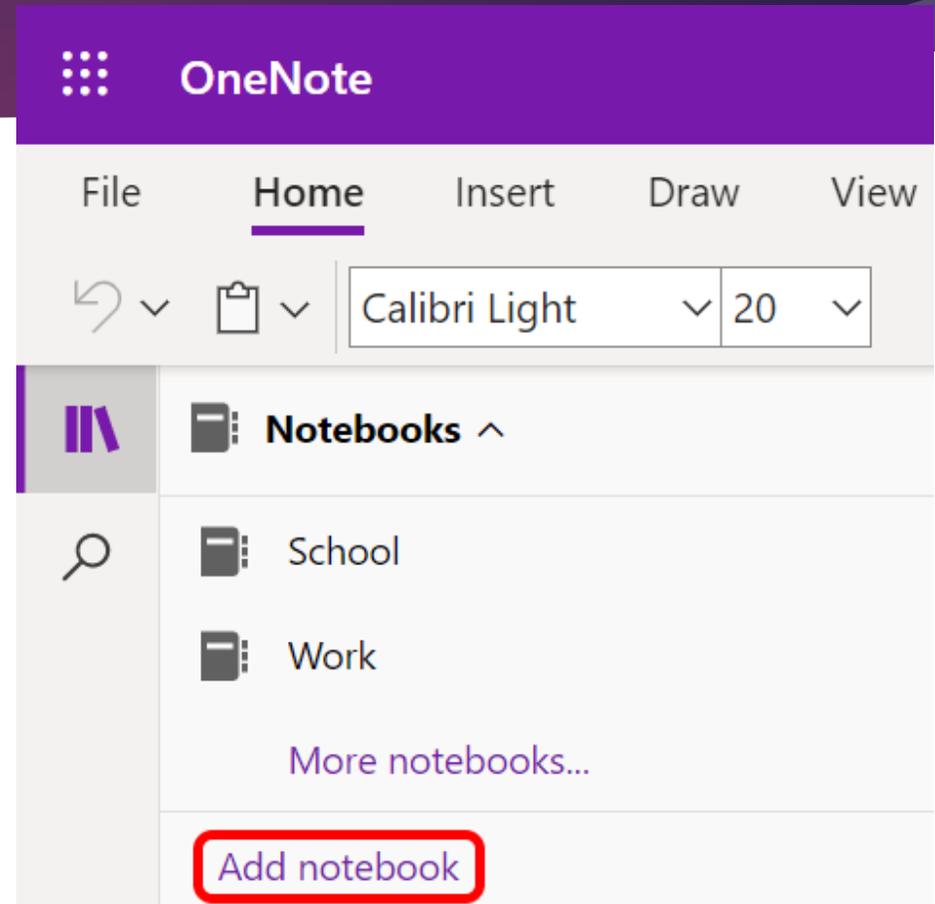
2. Categorize your Notes into Sections
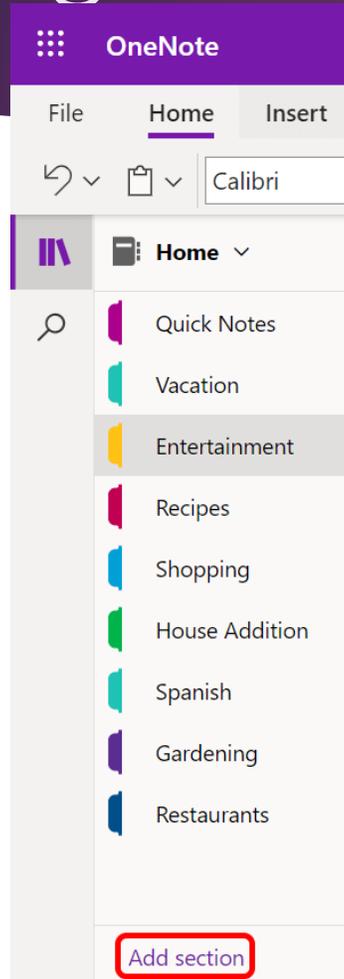
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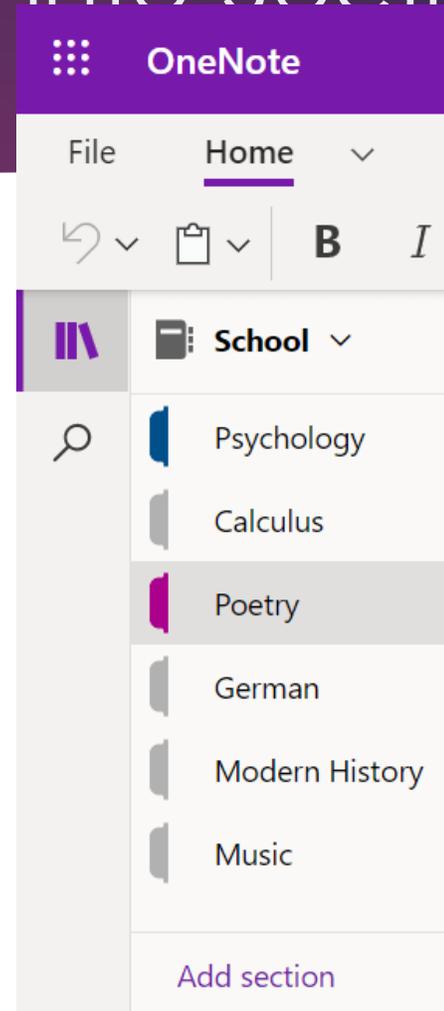
3. Add Pages Inside Sections

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4. Go Deep with Subpages

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5. Use the Navigation Button for More Room

6. Tag Your Notes
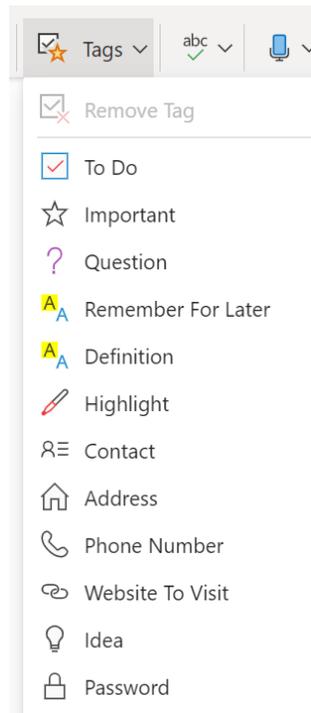
6. Tag Your Notes
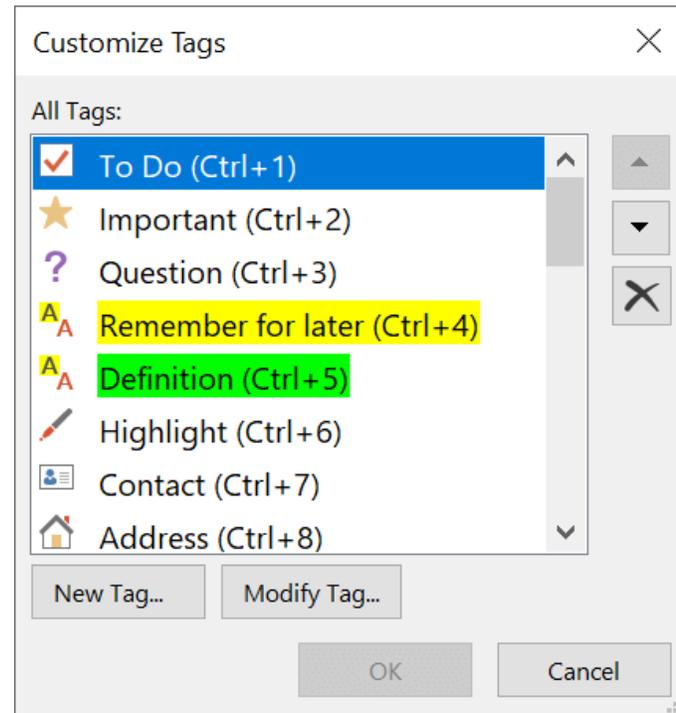
7. Search for Words, Phrases, or Tags
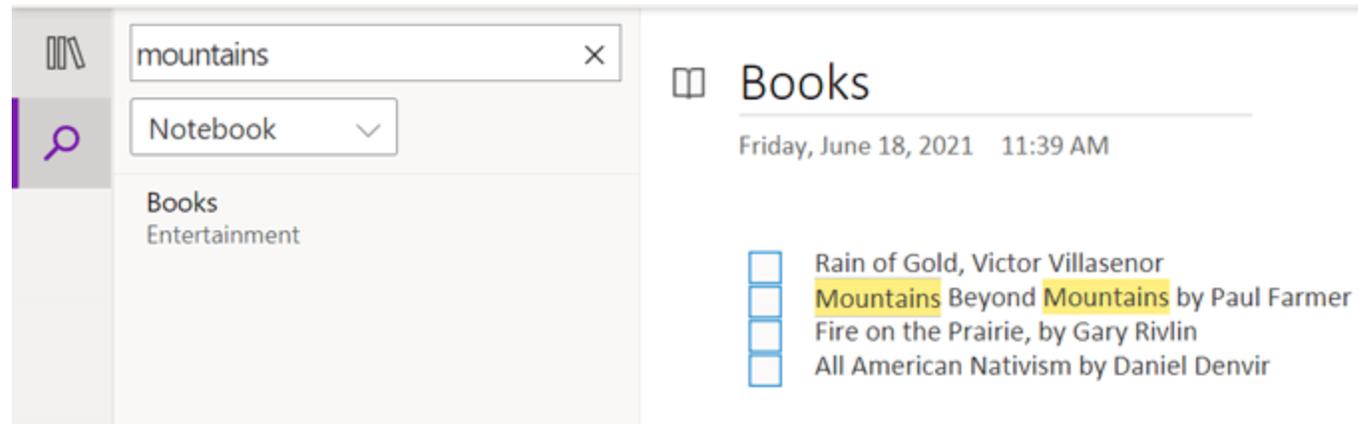
HALF- TIME!

- ▶ Please respond In the chat: which strategy do you think will work best for you?

  - ▶ A: "School" Notebook, each class is a section

  - ▶ B: Class Notebook, with Sections for each week

  - ▶ C: something else that works best for you
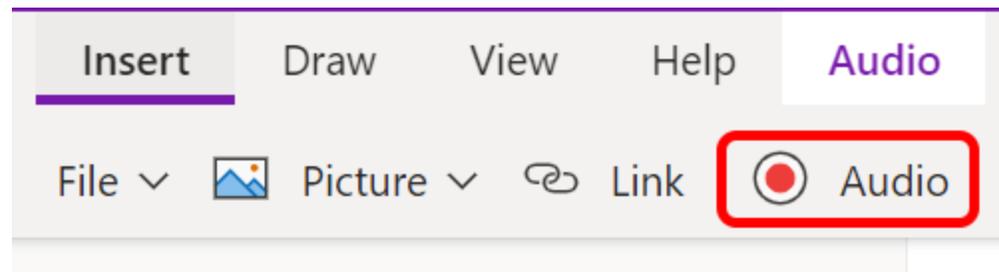
HALF- TIME!

▶ Please respond in the chat:

   ▶ What questions do you have?

8. Get the OneNote Web Clipper
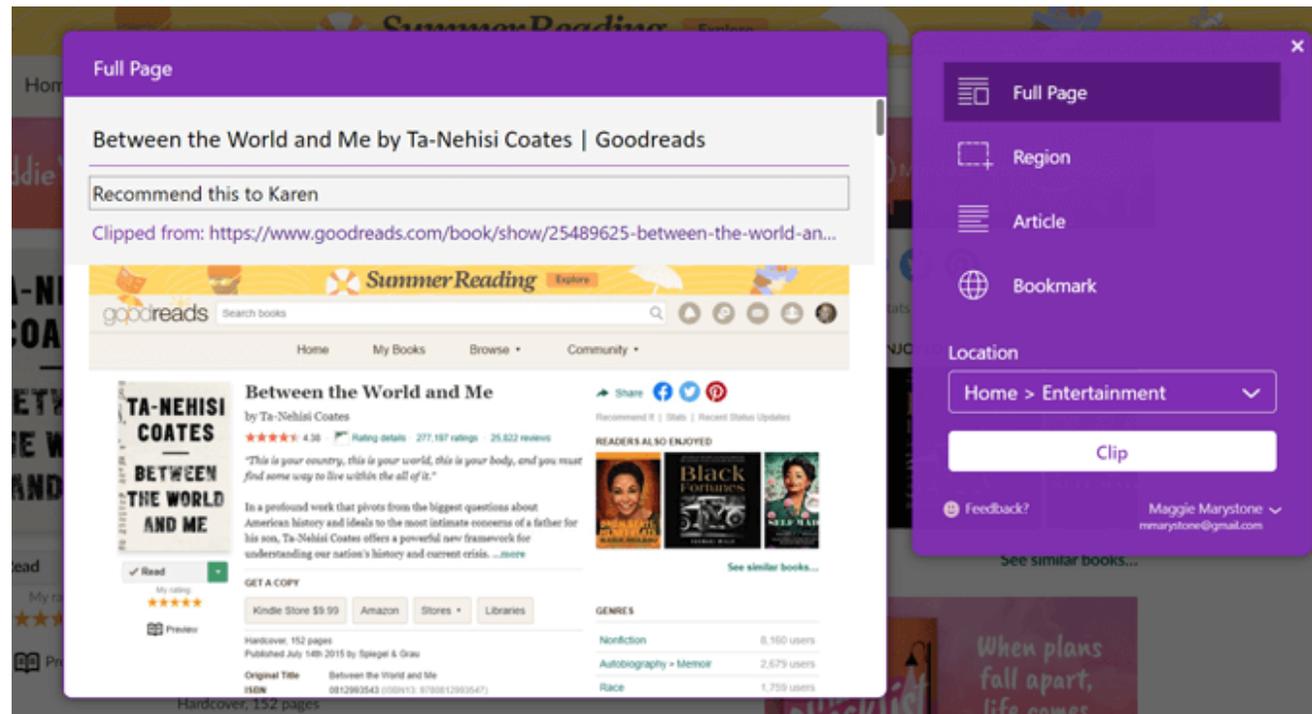
9. Dictate a Note
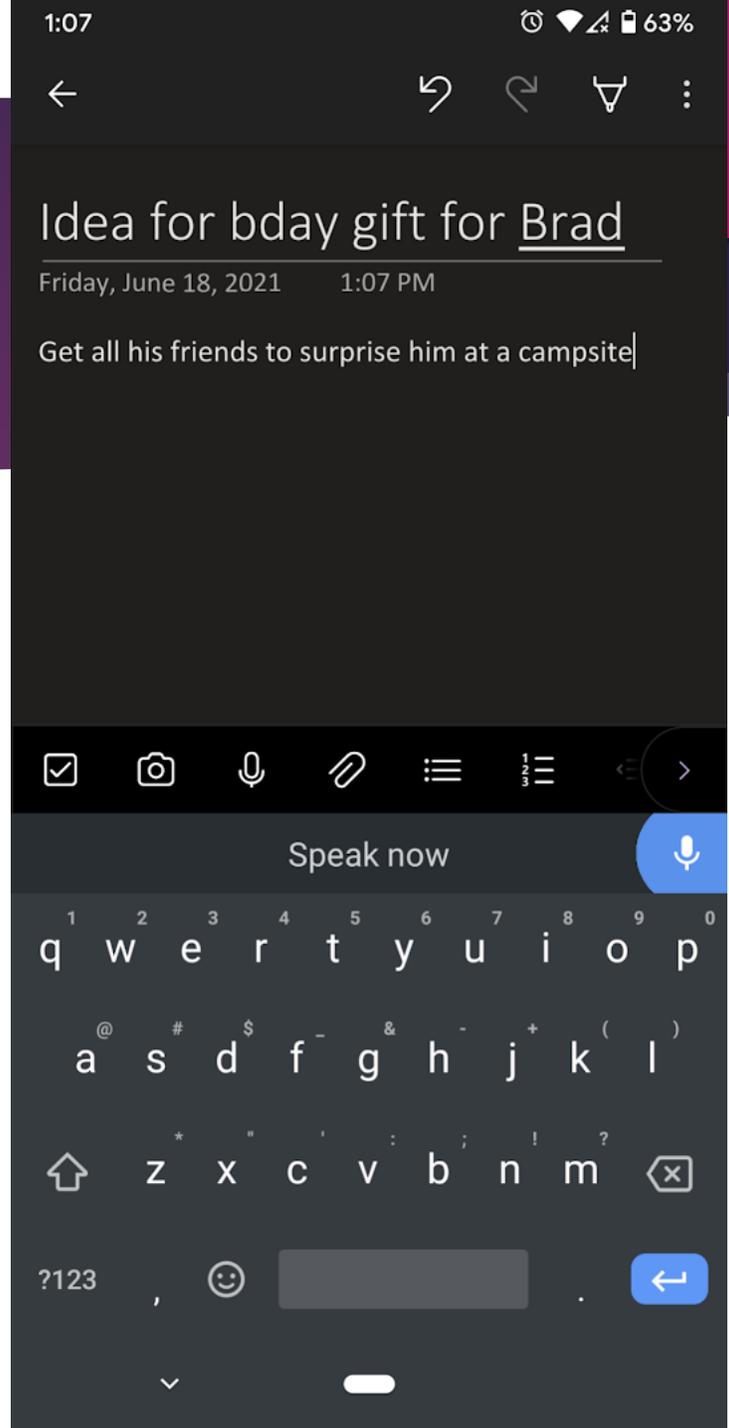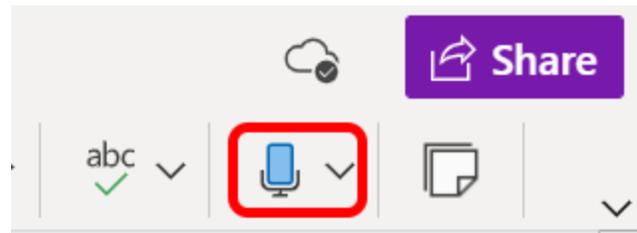
10. Add an Audio Recording

11. Use the Accessibility Checker

12. Use Equations in OneNote

π Ω

Equation Symbol

Area of Circle

$$A = \pi r^2$$

Binomial Theorem

$$(x + a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}$$
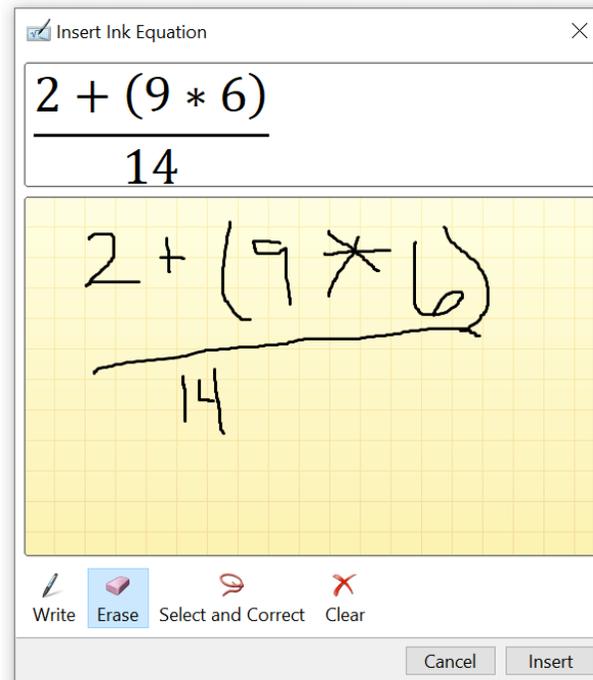
Expansion of a Sum

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \cdots$$

12. Use Equations in OneNote

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13. Share your Notes

13. Share your Notes
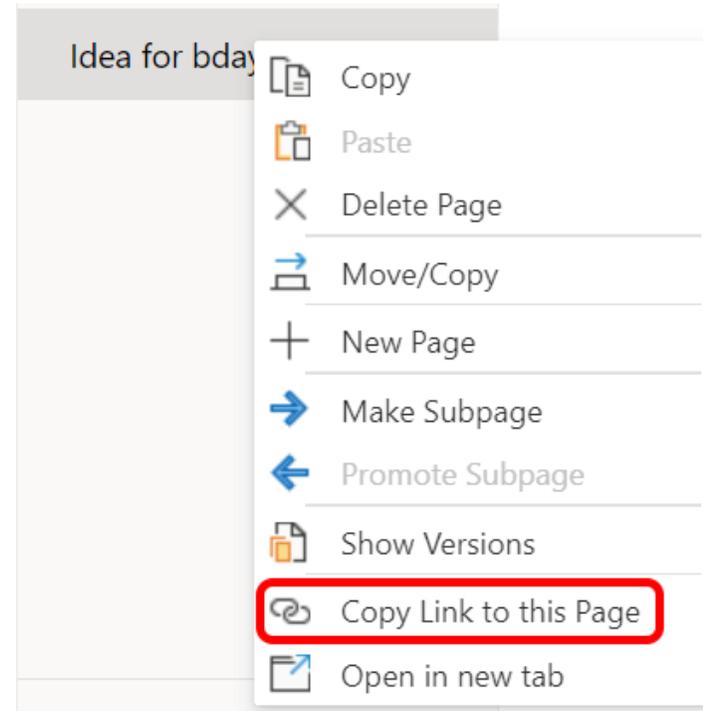
13. Share your Notes

14. Stick With It

- Additional resources:
  - Getting-Organized-with-One-Note.pdf (wvde.us)
  - Mastering OneNote: How OneNote works from the top down - OnMSFT.com

Additional Applications: using the DRAW tool

1 Take notes on powerpoint!

2 Document your work on math problems

3 Edit papers with pen of another color