Get Organized

⏱ 5 minutes

Lists! (Stop relying on your working memory!)

What are lists good for? When trying to get a lot of things done, lists can feel like the most stupid task or the best idea ever. Understanding what they are good for will help you decide when to use them. A good list has these details:

- A general idea of what makes these items similar (see examples below)
- A short phrase or word about the task
- Some extra space to add to the list when you remember more tasks

> A list does not need to look pretty; it does not need organization; it does not need nice handwriting; it does not need checkboxes. But it does need small details that help you remember the big picture.
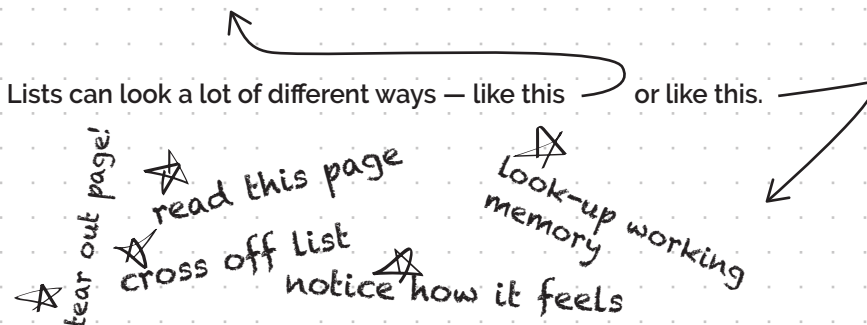
Here are some examples of lists you might make throughout the school year:

- A lot of assignments due around the same time
- A large project that has lots of details, deadlines, or parts
- Many activities with different belongings needed for each activity
- Daily to-do list so you can keep track of what is done and what is left to do (think chores, school, assignments to prep, assignments to turn in, a person you need to check in with)

How to use a list — Keep it handy and near you, look at it often (it keeps you focused and on task), and cross things off! People love completing a list - it makes the rewards centers in your brain happy. It's ridiculous that humans get the good feels from something so

basic, but it works. And because it releases happy chemicals in your body, it helps you build good habits over time. Give it a try below!

- ☐ Read this page about lists
- ☐ Google working memory
- ☐ Mark off the items on this list you have done
- ☐ Notice how completing things feels

Lists can look a lot of different ways — like this ↗ **or like this.** ↘

tear out page!
★ read this page
cross off list
notice how it feels

look-up working memory ✗
✗

They both work and get the job done! Do what works for you!