

Organize Your Life

Your success in life will depend upon the seriousness with which you take the subject of this skill module. You can complete this skill module in three hours, but you should consider the time that you spend organizing your life to be an investment that will pay off tremendously in the long run.

1. Watch (with your full attention) Randy Pausch's lecture on time management, given at the University of Virginia in 2007. Searching for "Randy Pausch time management" should surface the video. You can also type <http://www.youtube.com/watch?v=oTugjssqOT0>.
2. Give evidence that you watched the video. Write down what you thought was interesting, what you strongly agree with, what you will start doing, etc.
3. In a one-on-one meeting with a professor, you agree to do something for the professor in three weeks. Where are you going to write down this to-do item? How are you going to remember that it exists in three weeks? Describe your to-do list, planner, calendar, etc.
4. Clean your work space (desk, office, etc.). Tell me what you put away, and tell me how you are going to keep it clean and organized. Where do graded homework assignments belong?
5. Create some e-mail labels and filters (folders and rules, in Microsoft terms). For example, there is no reason that emails from Groupon should show up in your inbox along with emails from professors and classmates. Describe what you did.
6. Ask someone that seems very productive (an older student, a professor, etc.) how they organize their life. Describe briefly what you learned.