



HOW TO NOT LOOK LIKE A FRESHMAN



Get it All Together: Organization Skills



by Office Depot • How to Not Look Like a Freshman

It's go time. You're settled in – or at least close to it.

Classes are about to kick into high gear. But your anxiety doesn't need to. Staying organized is key to starting off the school year right.

Office Depot has the right tools for the job:

Get a planner. Use it.

Write down your assignments. Put exam dates on the calendar. Create a system that works for you – and never head to class (or the library) without it. The At-A-Glance Weekly/Monthly Planner is made of 30% recycled materials and comes in a variety of sizes and styles.

Show your style.

See Jane Work has smart and stylish desk organizers that will help keep your what's what in its place, without falling into the boring same-old. Look for the sleek faux leather desk valet.

Color code your studies.

Oxford colorful ruled index cards are a great way to organize your academic life. Make your own flashcards. Find the subject you're looking for in a snap. Put a little oomph in your note-taking.

Maximize your space.

The Office Depot brand medium-sized storage cart is a dorm room workhorse. 3 drawers provide ample storage for books, clothes, shoes and supplies. 4 wheels make it simple to move when necessary. The top doubles as a shelf.

Keep important paperwork.

Freshman orientation and the first couple of weeks of classes will be whirlwind – and a lot of important paperwork is going to come your way during this time. Keep track of it using a See Jane Work Expanding File Case. It holds letter-sized papers and folders, features interior pockets for extra storage and comes in a variety of colors and styles.

Staying organized really might be the key to smooth sailing during freshman year. Get the tools you need to succeed at [Office Depot](#).

This article was contributed by Office Depot. Check out their [express school list](#) for all of your college shopping needs.