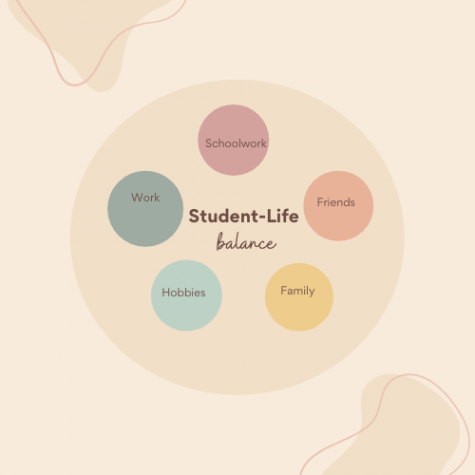
**Logo, company name

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Description automatically generatedGreat Falls College MSU**

**Organization for Academic Wellness**

* Life Balance: a satisfying blend of occupational (including school and work), familial, social, and leisure pursuits
* Organization enables life balance

Is your life balanced?

* Wellness Wheel
* Life Balance Inventory

minerva.stkate.edu/LBI.nsf

How are you spending your time?

* Weekly Plan Outline

Learn to be efficient:

* Complete the ‘Note Taking,’ ‘Test Taking Strategies,’ and/or ‘Reading Skills for Learning’ modules within the ‘Student Success Course’ on D2L

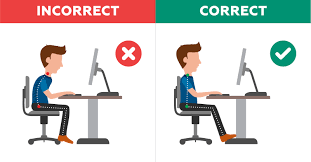
How to organize your life:

* Create a to-do list
* daily, weekly, monthly, and/or

8-week block

* List tasks in order of highest to lowest priority
* Place to-do list in a highly visible location (e.g., on your refrigerator door)
* Use a planner
* Review upcoming due dates, activities,

appointments, etc. at the beginning of each week

* Declutter once a week
* Get rid of documents (physical or on your computer)

that you no longer need

* Dedicate a study space
* Free of distractions (magazines, leisure books,

games, phone, people, pets)

* Comfortable desk set-up (power zone = relaxed wrists

elbows at 90, feet flat on floor, items (such as a keyboard)

kept close to your body)