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## ORGANIZING YOUR SCHOOL RESEARCH

Organization is the key to an effective school search. Try some of these suggestions for organizing your research:

### Create a Filing System

- ▶ Get a file cabinet, drawer, or basket—something that will keep file folders upright.
- ▶ Use file folders. You'll need at least one folder for each school.
- ▶ Clearly label the folder with the school's name.
- ▶ Store everything to do with a school in its own folder: catalogs, correspondence, forms, brochures, interview notes, and questions.
- ▶ If a folder starts getting too full, buy some accordion style or hanging folders. Designate one hanging folder for the school and break the contents up into specialized folders, such as "Correspondence," "Forms," "Brochures."

### Gather Supplies

Besides file folders, you may want to gather the following supplies:

- ▶ Colored markers
- ▶ Self-stick notes, also in different colors
- ▶ Good quality paper—you may need this later when you start applying
- ▶ Envelopes, in various sizes
- ▶ Stamps

### Get a Calendar

- ▶ Designate one calendar for all your scheduling and deadlines.
- ▶ Mark everything clearly.
- ▶ Use different colors for different schools.

### Create Contact Lists

- ▶ Designate one calendar for all your scheduling and deadlines.
- ▶ Mark everything clearly.
- ▶ Use different colors for different schools.