# Stay Organized Infographic

# Welcome to University Studies!

We hope these tools help you stay organized during the school year.

## Google Calendar

Quickly schedule classes and events into your calendar, and get reminders about upcoming activities.

#### **Notion**

All-in-one workspace that allows you to take notes, add tasks, manage projects & more. There are many online templates.

## **Passion Planner**

Customize a planner for your specific needs using these FREE downloadable templates.

## Trello

Visual collaboration tool that allows you to organize and prioritize projects in a flexible, detailed manner