

College Student Control Journal



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Gaining Control of your Dorm Room

This little Control Journal is our secret. Now that you are out on your own, you don't have your parents doing things for you. Growing up your room was probably a problem for your Parents. They are not here to nag you ever day. With these pages I am going to help you to get things done without having to be told by your mom. You deserve to have a room that helps you to be successful in your college endeavors.

This new school year does not have to be chaotic if you will start doing some of these simple little daily routines. I know all you really want to do is have fun. This is all any of us want. I am going to help you find a way to get your school work done and play too. All work and no play makes us very unhappy.

Your parents are not here to remind you to do your homework or keep your room clean. You remember what it was like having your parents on you all the time to get your things done. We are going to get these things done and it won't feel like work. I know you don't believe me. I am going to give you the tools and techniques to do all of this and have fun at the same time.

Before this school year is over you will have established habits that will stay with you long after you graduate from college. These habits will help you to grow up to be what you want to be and not what everyone else thinks you should be.

I am very proud of you for picking this College Control Journal and reading this page.

Are you ready to get started?

FlyLady

Items you are going to need to get started.

1. You will need a three ring binder to put these pages in or just a little photo album for your routines.
2. You will need a wall calendar to write down your class schedule, projects, and activities. This is visual reminder in front of your face. Color-code it.
3. You will need a timer. Timers keep us focused.
4. You will need sheet protectors to put your routines in. I keep my routines in a small photo 4x6 photo album. They can be as simple as a list on your bulletin board in a sheet protector.
5. You will need a dry erase marker to check off things as you accomplish them.
6. You will need some Post-it Notes to help remind you of the babysteps you need to take each morning, afternoon and evening. Post them in your bathroom.
7. You will needs some fun stickers to help you chart your habits on your calendar.
8. You will also need a pen and a pencil to help you fill in your Control Journal.

Getting Started

1. Find a launch pad where you can put your things for the next day. This will help you to get to school with everything you need. Things you will put there are your book bag, fully packed with your books and homework, gym clothes, coats, musical instruments, shoes, laptop and anything else you need. This place can be in your room by your door, on a chair by your bed, or by your desk in a box.
2. Put a check list of all the things that you may need on your launch pad. Also attach it to your backpack and put this list as part of your before bed routine in your Control Journal.
3. Put a Post-it note in your mirror to remind you to gather up all your things for tomorrow.
4. Do you have an alarm to set? Put it on the other side of the room so you have to get up to shut it off. Half the battle of getting up is putting your feet on the floor.
5. Do you know how long it takes to get to your first class? Figure this out so you will know what time to leave the dorm in the morning. Factor in a few extra minutes so you will not be rushed. Figure this out for each class.

Now let's work on your before bed routine.

Do you have a bedtime? You don't have your parents telling you to go to bed any longer. You are an adult. You know how much sleep your body needs. This is up to you to get the rest you need to be successful and alert in class. Before this can happen you have to do the things to get ready for tomorrow. Some people like to take a shower in the evening so they don't have to do it in the morning. This is something you have to figure out for yourself. Evening or Morning, this is your choice. The more things you can do in the evening the fewer things you have to do in the morning.

**Here are the things that you need to do before bedtime.
Start 30 minutes before your bedtime.**

1. Lay out your clothes for tomorrow. This makes it so easy for you to get dressed in the morning. Some people like to put together their outfits for the whole week. This includes everything from socks to underwear and shoes. When you do this you have more time to enjoy the start of your day.
2. Check your calendar for tomorrow's activities. Do you need to take things with you that you don't usually take to class?
3. Clean up your room for 5 minutes. Clearing off your desk hotspot and picking up your clothes. Set your timer.
4. Put your back pack on your launch pad along with anything else you will need.
5. Take a shower and swish and swipe your bathroom while you are in there. This is swishing of toilet and wiping down the counter top and sink. Pick up after yourself and put your dirty clothes in the hamper and hang up your towel.
6. Brush your teeth and floss. Set your alarm! Piggy-backing this with a habit you already have will help you not to forget it.
7. Put your phone on to charger along with other electronics that need charging.
8. Give yourself a sticker for doing your routines. I don't care how old you are you still love stickers.
9. Put on your night clothes and get into bed.
10. Read or listen to music to calm yourself down so you can go to sleep.
11. **LIGHTS OUT AT A DECENT HOUR!!
Get to sleep. There is fun to be had tomorrow!**

Morning Routine

1. Get up and make your bed immediately
2. Shower (if you didn't last night) and get dressed to shoes, hair and face.
3. While you are in the bathroom pick up after yourself.
4. Check your calendar for today's activities.
5. Be sure to eat breakfast. You need to eat a solid breakfast of protein to keep you from crashing.
6. Clean up after breakfast, put things away, wash your dishes and pick up after yourself.
7. Do you have a snack, lunch, money or your meal card? How about your water bottle filled? Do you have your phone and other electronic devices?
8. How does your room look? Put away three things to make your room look better. Do them now. This will take 30 seconds.
9. Gather up your things on your launch pad to leave the dorm.
10. Check your backpack check list to see if you forgot anything.
11. Go to class by leaving in plenty of time to get there. Don't rush!

Afternoon Class Routine

1. When you get back to the dorm after class put any gym clothes in the hamper, or even wash them by hand to get them ready for next class or practice.
2. Get a healthy snack, some water and sit down to do your homework.
3. Get out your timer. Set it for 15 minutes.
4. Work on your school work for these 15 minutes. Stay focused for the whole time and you will get to take a break for 15 minutes and play a game or listen music. You can focus better on your work and get it done faster if you are not distracted by too many things at once. Put in earplugs to eliminate distractions. Even music can be a distraction. Focus makes you Fabulous.
5. When the timer goes off you get to take a break. Set the timer again and when it goes off, jump back into your homework. Keep doing this until your homework is finished.
6. Check your calendar for any projects due that you need to work on. Do not wait till the last minute to get started. Doing a little every day will make it much easier on you. We call this the project mode.
7. Are there any jobs that are your responsibility? Use your timer to get these done too. They will not take very long to do them. Get them done and you won't feel guilty about forgetting them. This is a good time to do your zone for the day. Just 5 minutes.
8. Put a smile on your face and look in the mirror. You are a very responsible person. Tell yourself how proud you are of yourself and Dream Big! This is your life!
9. I am so proud of you for following your routines and helping yourself get your homework and responsibilities done all by yourself. You always knew you could do it!

Class Schedule and Activities

Mark your wall calendar too so you will remember this schedule. Use some fun stickers to help you see your schedule.

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

SATURDAY _____

SUNDAY _____

Keeping your Room Clean

All our lives we have been told to go clean our rooms. No one ever really told us how to do this. We were just expected to do it and if we didn't do it right, or to suit our parents, you know what happened. They come in and take over. This is never going to happen again. You are an adult with adult responsibilities. You deserve to have a room that blesses you. You also deserve to have a room where friends can come over.

When you moved into the dorm, you just brought your favorite things and the bare necessities. You left most of your clutter at home in your old room. When you get home in the summer you can think about decluttering your room. For now I want you to focus on throwing the trash away and picking up after yourself.

Having less clutter is going to make keeping your room clean and organized easy. We all love organization. It makes us happy to find what we need when we are looking for it. Searching wastes so much time. In college we have lots of fun things to do. Don't spend your free time searching for lost items that don't have a home. Establish homes for your things.

One of the main things to have in your room is a trash can. This gives you place for your garbage. Use hanging closet sweater organizers for your clothes and under your bed storage bins for drawers. You can even lift up your bed with risers to give you a little more storage area. You may need to label the fronts of the bins so you can find things. Stacking milk crates in your closet can add more storage too. Establish a place for your dirty clothes and a day to do laundry. You don't want to do your laundry when everyone else is doing it. So pick an odd day and stick with it.

Your room will always look good if all you do is make your bed. You can do that easily by putting the covers up while you are still in it. Then just straighten the pillows.

We also divide our rooms into zones.

Zone 1: The Bed, nightstands and under the bed

Zone 2: Your closet

Zone 3: The floor

Zone 4: Your desk, chest of drawers or dresser.

Zone 5: Your bathroom

How We Use Our Zones

We use our zones to keep us from having to clean our rooms on Saturday when we had much rather be hanging out with our friends.

Each day of the week we do one zone for 5 minutes. Set your timer.

Monday is Zone 1. Your bed, clearing off your nightstands and getting rid of the trash. Empty your trash cans and recycling.

Tuesday is Zone 2. Your Closet: Hang up your clothes. Make sure your dirty clothes are put in your laundry basket. Wash your clothes and put them away.

Wednesday is Zone 3. Your Floor: Pick up all the clothes and trash off your floor and sweep the floor or vacuum if you have access to one. You just have to get the middles. I don't expect you to vacuum like your perfectionist mother does. This is your room and it doesn't have to be perfect, it just has to be done once a week. Set your timer for 5 minutes and you can stop when the timer goes off.

Thursday is Zone 4. Your Desk. Throw away the trash and papers on your desk. Get rid of any soda can and bottles and wash all your dishes. Clear off your desk so you can work. This is one of our hotspots that collects the most clutter. With your desk cleared off you may be able to focus on your homework. This will help you get your homework done faster.

Friday is Zone 5. Your Bathroom. Once a week clean the shower while you are in it and then sweep the floor and mop with a wet rag or damp towel and toss this in the laundry. Don't throw wet things in your laundry hamper. They will start stinking. Allow them to dry first. If you are blessed to have a bathroom in your dorm room practice swish and swipe every day. You will need a toilet bowl brush (Rubba Swisha), a vase to put it in, some shampoo you don't like for the vase (50/50 solution with water), a purple rag, and a bottle of window cleaner.

This is going to keep your room looking good enough to pass anyone's inspection. Before you know it your room will be clean all the time and you will not even realize you are doing it. This is your room.

I am so proud of you for trying this. Your Saturday and Sunday will be your free days now.

Before Bed Routine
Adapt to fit you and your room.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Doing this routine will help you in the morning.
I am so proud of you

Morning Routine
Adapt to fit you and your room.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

**This routine is going to get you out the door without a lot of
rushing and forgetting things.
I am so proud of you for trying this.**

Afternoon Routine
Adapt to fit you and your room.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

**Use your timer to get your homework. This way you get to play
and accomplish what you need to do.**

**I am so proud of you and
you are going to very proud of yourself.**