

# Organization keeps students focused

By Melinda Ivy  
Pulse Staff Reporter

With so much to do these days, it is difficult to stay organized, but a lack of organization leads to stress and to less productivity.

According to the WebMD.com, stress becomes negative when a person faces continuous challenges without relief or relaxation between challenges. WebMD.com said 43 percent of all adults suffer adverse health effects from stress, and 75 to 90 percent of all doctor's office visits are for stress-related ailments and complaints. Stress can play a part in problems such as headaches, high blood pressure, heart problems, diabetes, skin conditions, asthma, arthritis, depression and anxiety.

"Without organization, everything would be in complete chaos," said Taylor Ritter, a sophomore at Palo Alto College.

Organization keeps clutter to a minimum and makes life easier. A system can be obtained through patience and time, but getting started is the key to getting organized. Make a list of assignments that need to be done and work on them one by one. It is really that simple.

Take it slow and start with one piece of the project. You will be able to concentrate better on one task at a time. Use lists to get

your mind organized. The list shows what you have to do and what you have accomplished. Keep your list somewhere visible and add things as needed. Breaking jobs into smaller ones helps you get more accomplished.

Ritter stays organized by keeping everything in its place. Save money and time by being able to locate items needed for tasks. Losing things can be costly and inconvenient.

For instance, if you need a pen and cannot find one, you will have to buy or borrow one. Buying a new pen costs money and borrowing one cost time. Instead, get organized and put all your pens in an old coffee canister, which you can recycle and design. Doing this, you can easily save yourself 10 minutes and \$2.

Anthony Pierulla, a 20-year veteran of Palo Alto College's Counseling Center, suggests using your iPhones or smart phones to stay organized.

Pierulla also suggests prioritizing assignments. Start with the assignment with the nearest deadline and work on them in the order they are due. This way you concentrate on the items that are due now and forget about assignments that can wait until later.

To save time and hair, don't procrastinate. If a paper is due and you know in advance, head straight to the library to find out if they have the materials you need.

According to Tina Mesa, dean of

Learning Resources, the Palo Alto Library will order materials it doesn't carry, but items can take anywhere from a few days up to two weeks to be delivered. Don't wait until it is too late to ask for help. Plan early for written assignments so you are not scrambling at the last minute to get your project done. Schedule an appointment at the writing center for free help.

Getting and staying organized is not easy, but in the end, it saves you time and money, and it makes you a more productive person. Make lists, put things where they belong and don't procrastinate. In the end, you will be less stressed and you will get more accomplished.



Jessica Cantu stays organized and focused on her studies by using a day planner.

Photo by Melinda Ivy

# Classroom comedians disrupt learning

By Priscilla Degollado  
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According to allwords.com, a class clown is a student who frequently makes jokes or pokes fun.

Everyone has encountered a class clown, a person who likes to disrupt class and get all the attention for themselves, at least once in their life. We all know it can be difficult to concentrate during class when another person is being silly.

"It is hard to concentrate in class sometimes when there is a class clown present because you want to joke around with them and forget about the seriousness of class for a little while, but my education is important, so I let the person know that they need to stop," said Margaret Cortinas, a sophomore Veterinary major.

According to disciplinehelp.com, class

clowns are those who continually disrupt class with wisecracks and will do or say anything to be in the spotlight. They don't know when to stop and they always have smart aleck responses for everything that happens. They enjoy the attention of being

er," said Michael Olvera, a sophomore Engineering major.

According to ADDstudent.com, class clowns are usually people with Attention Deficit Hyperactivity Disorder (ADHD) who use humor as a defense device. If this sounds like you, you should consult a doctor.

ADDstudent.com lists a few things to try when dealing with a class clown including trying to redirect the person's behavior into something more positive, making direct eye contact and referring the student to the help available at school.

"I joke around with them, but if they get out of hand then it gets annoying," said Alexander Flores, a sophomore Engineering major at Palo Alto.

Dealing with a class clown may not be easy, but it is important to remember that there is a time and place for clowning around.

Being silly in the classroom is not the time nor the place.



Class clowns don't know when to get serious about learning.

Photo Courtesy of www.cm-life.com

told off, are too busy playing around to get work done and are unprepared for class.

"I was a class clown when I was a kid, but I knew when to stop. I didn't want to get in to really bad trouble with the teach-