

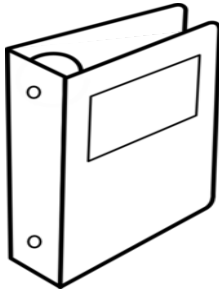
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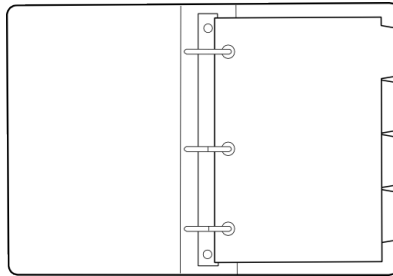
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Binder Organization Tips

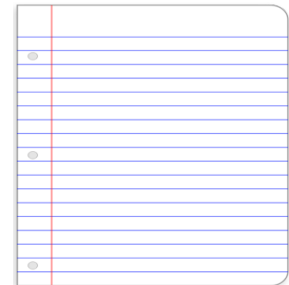
WHAT YOU WILL NEED:



a three ring binder



dividers



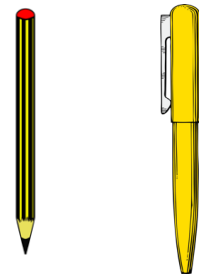
lined paper



resealable bag



10 flashcards with ring



a pen or pencil

HOW TO ORGANIZE YOUR BINDERS

1. Put the resealable bag (with flashcards inside) at the front of the binder
2. Put the dividers in your binder to create sections for your class notes, teacher handouts and lined paper (sections may be different for each class)
3. Label each divider with the different categories
4. Put your class notes, teacher handouts and lined paper in the right sections

DAILY ROUTINES TO ORGANIZE YOUR NOTES

- Put your name and date on the top corner of each of your teachers' handouts and your daily notes
- Check your binder, school bag and locker for loose papers/handouts
- Organize all the notes and teachers' handouts by date and put them in the appropriate divider section

Binder Checklist

Tip: Once a week go through your binders to keep them organized

Do I have?

- ☐ My name and date on each handout/note
- ☐ All my teacher handouts and notes organized by date
- ☐ All my teacher handouts and notes in the right divider section
- ☐ No loose papers stuffed in the binder and locker (check your schoolbag too 😊)
- ☐ All torn papers reinforced
- ☐ My flashcards at the front of the binder inside the resealable bag
- ☐ Flashcards are held together with the binder ring