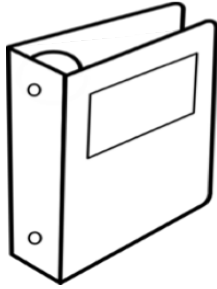**Name:** _____     **Block:** _____     **Date:** _____

# Binder Organization Tips

## WHAT YOU WILL NEED:

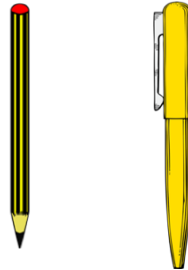**a three ringer binder**          **dividers**          **lined paper**
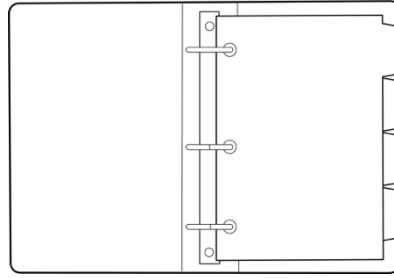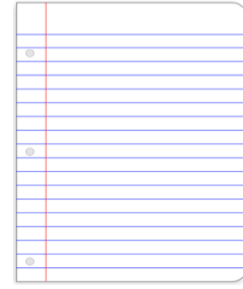
**resealable bag**          **a pen or pencil**          **10 flashcards with ring**

### 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
3. Label each divider with the different categories (sections may be different for each class)
4. Put your class notes, teacher handouts and lined paper in the correct sections

### DAILY ROUTINES TO ORGANIZE YOUR NOTES

- Put your name and date on the top corner of each of handout and your daily notes
- Check your binder, school bag and locker for loose papers/handouts
- Organize all the notes and 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 handouts and notes in the correct divider section

❏ All my handouts and notes organized by date

❏ No loose papers stuffed in my binder and locker (check your schoolbag too ☺)

❏ All torn papers reinforced

❏ My flashcards at the front of the binder inside the resealable bag

❏ My flashcards are held together with the binder ring