

How To Organize A Binder

Following these **recommended binder strategies** will help you be more successful in school. The following are the recommended steps for creating and maintaining an organized binder.

Remember: All assignments should have your first and last name, class, and date in the upper right hand corner of the notebook paper.

1 - Every class/subject should have it's own section in the binder. Students may use one binder for all classes or they may use one binder for Core classes and one binder for Elective classes. Each class section should be separated by a divider or folder.

2 - Each section in the binder should be organized by date (most recent date in the front). All notes, assignments, quizzes etc. should be placed with the oldest information at the back and each new item placed by date in the front. When assignments are returned, they should be filed by when they were done not by when it was returned to the student.

3 – You might want to have a folder for each section. The folder should have two pockets - either left and right or front and back. Homework to be done or to be turned in goes in the front or left pocket. Items that need to be hole-punched and placed chronologically go in the right or back packet.

4 - All supplies should be placed in a pencil pouch or packet that is stored within the binder.

5 - **No item should be placed in a pocket within the binder or just stuck in the middle. Everything should have a place within the binder.**

6 - No items should be taken out of the binder until the teacher directs you to.

7 - Items used for reference like vocabulary words or formulas can be put in plastic sheet protectors and placed together in the front of each section.

Step 8 - It is not recommended to have homework items stored in a separate section. If you separate the homework from the notes, the notes may not be available to assist with the homework. Also - the homework to be turned in should be placed within each class section.