

Keep Your Binder Tidy

Why?

For most students this is your fundamental unit of organization. It keeps your notes, handouts and assignments. If it is not organized, you're not and that can make your year rough.

So what makes for an organized binder?

First, decide how you want to go? A semester binder for all subjects? A binder for each subject? Most teachers surveyed last year prefer the one binder, provided it is organized, so you always have all your classes with you.

Single Subject Binder

- 1.) Choose a 1 inch binder.
- 2.) Any subdivisions your subject teacher asks for. And yes, use labeled dividers.
- 3.) Keep notes in order of date, with a clear title.
- 5.) Date any handouts and keep them in order.
- 6.) Have a case with three holes you can keep all supplies in.
- 7.) Spare paper at the back
- 8.) You can use a spiral notebook inserted IN a binder for notes but NOT work.

4 Subject Binders

- 1.) A 1.5 inch binder with a section for each subject
- 2.) Any subdivisions your subject teacher asks for. And yes, use labeled dividers.
- 3.) Keep notes in order of date, with a clear title.
- 4.) Date any handouts and keep them in order.
- 5.) Have a case with three holes you can keep all supplies in. Consider colour coding your supplies and binders by subject.
- 7.) Spare paper at the back.

This sometimes seems like a lot of work and fuss but the truth is, keeping track of your notes helps you study better, Keeping track of your assignments helps stop all-nighters. Far less crying in the long run if you start out organized.

As a class, what are some other systems that might be workable that will help to keep you organized, even if they don't EXACTLY look like this?