

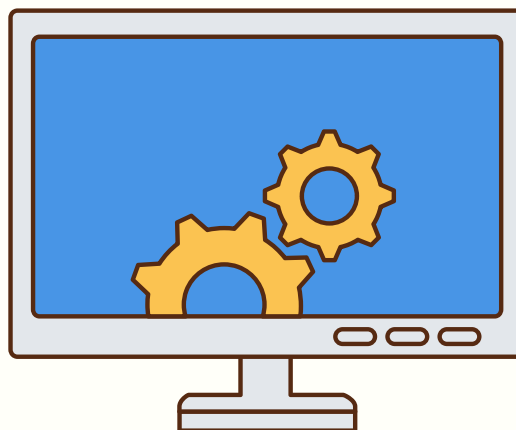
Strategies to Organize Your School Materials



Binder Organization

Put the following supplies in a 3 inch binder:

- Copy of class schedule
- Pencil pouch with pens and pencils
- Planner/assignment notebook
- One folder for all homework
 - Label one side "To Do"
 - Label one side "To Turn In"
- Loose leaf paper or notebooks
- Subject dividers with pockets for each class to store papers and handouts



Computer Organization

1. Make one folder for each class
2. Make sub-folders for
 - Assignments
 - Notes
 - Tests and Quizzes
 - Class Materials
 - Group Projects
 - Essays
3. Use this formula when naming files:

Keyword + **Type of Assignment**
+ **Date** = File Name

