



## **Binder Organization System**

### **Materials Needed**

- One large binder (3 inch) for all classes
- Copy of class schedule
- Pencil pouch
- Planner/assignment notebook
- One folder for homework
- Loose leaf paper or notebooks (one color for each class)
- Subject dividers with pockets

### **How to make binder:**

1. Insert class schedule in the front of the binder.
2. Insert pencil pouch
3. Insert planner/assignment notebook
4. Insert homework folder:
  - Label left side "Homework to do"
  - Label right side "Homework to turn in"
5. Insert notebooks or loose leaf paper and subject divider for each class in the order that your classes are on your schedule. Choose a different color for each subject (e.g., Green for Science, Red for Math) and if using notebooks, match with the color of the notebook.
6. Label subject divider pockets.
  - Front: Class Handouts
  - Back: Graded Papers and Tests
7. Insert loose leaf paper at the back of your binder to be used as needed.