

Maintain an Organized Notebook

Keeping a neat, complete, organized notebook is one of the most important tools for academic success. You should spend a few minutes a day on your notebook to ensure your notes and class handouts are in order. This will help you keep up with your homework assignments and you will be prepared when it is time to study for a test.

WHAT YOU NEED TO BE AN “A” STUDENT:

- 3-ring binder
- Dividers to separate each class
- Zipper pouch to store supplies
- Pens
- Pencils
- Filler paper
- Assignment calendar for each class
- Highlighters
- Markers or colored pencils
- Dictionary and/or thesaurus
- Calculator
- Ruler

HOW YOUR NOTEBOOK SHOULD BE ORGANIZED:

- Binder front cover
- Zipper pouch
- School year calendar (provided by school)

EACH SECTION SHOULD BE ORGANIZED IN THE FOLLOWING ORDER:

- Divider
- Calendar/assignment log
- Notes
- Handouts
- Returned Assignments and Tests
- Blank Paper

“Organization is a learned skill. But oh, what a difference it can make in your life!” –Carol Halsey