

ORGANIZATION CHECKLIST

About Notebooks and Binders

Do I have...

- notebooks, folders, or a binder for my classes?
- a separate notebook or a separate section for each class?
- a place in front to write assignments?
- a place in front to keep homework that must be handed in?
- blank paper in each notebook for notes and classwork?
- a place in each notebook to keep handouts?
- a place in each notebook to keep returned homework and tests?

Things I need to get organized:

_____	_____
_____	_____
_____	_____
_____	_____

About Study Schedules

Be sure to...

- decide on a time to study each day.
- make a schedule for what you need to do.
- note specific assignments.
- follow through on your plans!