

# 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!