

Notebook Checklist

Ms. Bray, Graduation Coach

1. _____ Put your name on outside cover.
2. _____ Use dividers for subject areas/dividers should be labeled. (Sheet protectors work great as dividers.)
3. _____ Put your full name and date on **EVERY** paper so if it falls out, you know where it goes. **Use your agenda every day.** Keep it in your notebook.
4. _____ Keep clean (empty) notebook paper in front for easy access. *It makes it easier to see when you are low on paper and keeps the subjects from becoming cluttered.*
5. _____ Don't cram papers in front pocket of inside cover. *(Front pocket should be used for take home papers only.)*
6. _____ Don't clutter your notebook; it is a study tool, your locker and bookbag are for storage. *Don't keep too much extra paper, your Student Handbook, markers/colored pencils, and other personal items in your notebook. Don't store too much in the pocket dividers. If you don't see it, you may forget about it.*
7. _____ File your papers; you should file papers **BEHIND** the subject divider. *File papers every day after every class to keep your notebook from becoming messy.*
8. _____ Spiral notebooks: if your teacher requires a spiral notebook, get a single subject one and keep it in the back of your notebook. *(The metal spiral binder may tear your other papers with all the "flipping.")*
9. _____ Notebook size: you really need a 2½" to 3" 3-ring binder. Nothing fancy.
10. _____ Old items: don't store old items from the last 9-weeks or semester in your notebook. (Unless your teacher asks you to keep something specifically, you should clean your notebook each 9-weeks and start fresh. Get a separate folder to store old tests.)
11. _____ Weekly notebook check and organization: you should show your notebook to your parents at least once a week to have them help you organize it. This will also keep them informed of your academic progress.

Remember organization is a skill to be learned and practiced. You are not born with this skill; you must develop it! Have a great year and be the best you can be!

Now that you know how to organize a notebook, you are to help someone else organize his/her notebook! Pass it on.