Time to Get Organized!

**All materials in your bag will help you get started.**

1. **Two folders per course:**
	* One for assessments – tests and quizzes
	* One for daily work – returned assignments
2. **Notebooks**
	* Should be organized by topic and date
	* Use the post-its and tabs to help label your notebooks especially if your notes are out of order or in various sections
3. **Binders**
	* Should have dividers for each subject and blank loose leaf paper in the front to help prepare you for daily notes
	* Everyday you should hole punch materials so that it stays in its proper area
	* Pressing items like homework that needs to be turned in, should be in the front pocket so you can access easily
4. **Planner**
	* You should carry a planner with event dates, class syllabus with due dates, and daily to-do lists. (Time Management portion)
5. **Flashcards**
	* Turn your vocabulary from notes into flashcards
		+ Use apps like *Quizlet* or *StudyBlue* to help you with electronic cards
		+ Use index cards to handwrite vocabulary words and keep on a ring OR print out Quizlet cards and put on a ring.