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.