Organization: What should be in my school 3-ring binder?

There are many key strategies for academic success, such as knowing what study materials to create and how to organize those materials in a way that facilitate effective study strategies.

The following 3-ring binder system gives direction for the kind of materials to consider and how to save them in an organized way. With an organized system, you can easily access your notes each week for self-quizzing and review.

| Large 3-ring binder (one for each course) | One 3-ring binder for each subject or course  
1-16 tabs (one for each week of the semester)  
Stays at home  
Add weekly materials at the end of each week |
|------------------------------------------|----------------------------------------------------------------------------------|
| Small 1.5-inch 3-ring binder             | One tab for each subject or course  
Keep one week of materials for each course  
Take with you into public (school, library, etc.)  
At end of each week scan contents to computer  
Then move weekly contents to large notebook |
| Contents for each week                   | PPT/Lecture notes  
Textbook readings (Cornell notes)  
Objectives (Cornell notes)  
Vocabulary (Cornell notes)  
Concept maps  
Pictures, graphs, charts  
Handouts, articles  
Other  
May use colored tabs to separate each type of notes. |
| Weekly review for each course            | Review one content item from each prior week  
Review through self-quizzing  
Review all material during break between semesters |

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