



## 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)	<ul style="list-style-type: none"><li>• One 3-ring binder for each subject or course</li><li>• 1-16 tabs (one for each week of the semester)</li><li>• Stays at home</li><li>• Add weekly materials at the end of each week</li></ul>
Small 1.5-inch 3-ring binder	<ul style="list-style-type: none"><li>• One tab for each subject or course</li><li>• Keep one week of materials for each course</li><li>• Take with you into public (school, library, etc.)</li><li>• At end of each week scan contents to computer</li><li>• Then move weekly contents to large notebook</li></ul>
Contents for each week	<ul style="list-style-type: none"><li>• PPT/Lecture notes</li><li>• Textbook readings (Cornell notes)</li><li>• Objectives (Cornell notes)</li><li>• Vocabulary (Cornell notes)</li><li>• Concept maps</li><li>• Pictures, graphs, charts</li><li>• Handouts, articles</li><li>• Other</li></ul> <p>May use colored tabs to separate each type of notes.</p>
Weekly review for each course	<ul style="list-style-type: none"><li>• Review one content item from each prior week</li><li>• Review through self-quizzing</li><li>• Review all material during break between semesters</li></ul>

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