

# ORGANIZATION CHECKLIST

## About Notebooks and Binders

Do I have...

- ☐ notebooks, folders, or a binder for my classes?
- ☐ a separate notebook or a separate section for each class?
- ☐ a place in front to write assignments?
- ☐ a place in front to keep homework that must be handed in?
- ☐ blank paper in each notebook for notes and classwork?
- ☐ a place in each notebook to keep handouts?
- ☐ a place in each notebook to keep returned homework and tests?

Things I need to get organized:

_____	_____
_____	_____
_____	_____
_____	_____

## About Study Schedules

Be sure to...

- ☐ decide on a time to study each day.
- ☐ make a schedule for what you need to do.
- ☐ note specific assignments.
- ☐ follow through on your plans!

# MY STUDY WEEK

SUBJECTS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

# TEST YOURSELF

1. Write your name in the top right corner of this paper.
2. Fold this paper in half the long way.
3. Unfold this paper.
4. Tear off the bottom left corner of this paper.
5. Write the word "up" to the right of this sentence.
6. Turn this paper upside down and write the word "down."
7. Draw a circle and divide it into four parts.
8. Poke two holes in the middle of this paper.
9. Draw a line to connect the holes.
10. Ignore directions 3 through 9 on this paper.

# NOTES THAT WORK ARE...

1.



2.



3.

