

# **7 Ways to Organize Your Materials**

## **1. Do you use your Agenda Book?**

- a. Write down your homework assignments
- b. Helps you remember what books to take home

## **2. Use a notebook for your class notes.**

- a. Use different notebooks for each subject
- b. Put a date on each page you write on

## **3. Code your notebook, textbook and workbooks**

- a. Use a different color for each subject – (example: red notebook, red cover on textbook and a red folder – all for one subject).
- b. This helps you remember everything you need for class, or what you need to do your homework.

## **4. Keep the papers that your teachers return to you.**

- a. It helps you review for tests
- b. Put them in your subject folder
- c. Date all papers and keep them in order.

## **5. How do you carry your books to school**

- a. If you use a backpack – clean it once a week – file papers in the correct folders.

## **6. Do you have identifying information on your books?**

- a. Label each item – books, notebooks, folders, etc. with:
  - Your name, teacher, period, and room number

## **7. Can you find things in your locker?**

- a. The color coding of your books will help.
- b. Keep the locker as clean as possible – clean it regularly