

How to Organize Your Binder

1. Throw away anything that you're not going to need. Toss out any doodles.
2. Buy organizational supplies. Binders, files folders... Get paper dividers. Use your dividers to make sections.
3. If you will need to take notes store loose leaf paper at the ends of your binders. Keep all papers flat, unbent, and unripped. This way, you don't have papers sticking out of the top of your binders, and also helps the papers that you need to keep stay fresh.
4. Try not to use the pockets on the sides of your binders to store loose papers. This is being lazy and not putting them in the place in your binders where they belong (such as somewhere in one of the dividers). Usually if you put just a few loose papers in the pockets, it starts building up and getting out of hand.
5. Keep everything hole punched. This will help things stay out of the "loose papers pocket" on the insides of your binders.
6. Put a three-ring plastic envelope in your binders to carry other supplies such as pencils, hi-lighters, memory sticks, reinforcements, hole punch, glue stick, scissors. (Some rulers have three hole punches attached to them.)
7. Put any homework due in the right sections so that they will be easy to find.
8. Keep your binders organized by checking each section and throwing away unwanted papers at the end of the school day.

9. Remove staples before placing papers in your binders. You can do this easily by ripping off the part with the staple.
10. Avoid using multipage stapled handouts without taking them out of the rings of the binder (so that the rings don't rip the holes of the pages).
11. Keep your notes in the right sections.
12. Label all your belongings.
13. Have a place to keep papers at home. You could use folders. This way you can clean out your backpack and keep important papers (that you don't need for class) at home. You can pull them out whenever you need and will keep you from having TOO MUCH stuff at school.