

Setting Up Your Notebook Correctly The First Time Saves Time!

STEP 1: PENCIL POUCH

Begin this quick and easy process by placing your pencil pouch on the *left* side of your notebook.

STEP 2: ASSIGNMENT LOG

Insert your first divider labelled “Assignment Log” then place your assignment log in your notebook. It is in this section you will keep track of all your class work and daily assignments. Once this is in place on the *left* side of your notebook, go on to the next step.

STEP 3: CLASS DIVIDERS

The next few steps are the same and they are very easy because you do the same thing over and over. Add a divider to the left side of your notebook for your period one class and label it with the name of your first period class. Behind the divider, add about 20 sheets of paper. Repeat this process for every period in the school day. Be sure to label the name of each class is every divider tab for every class.

STEP 4: ADD PAPER

Here is a crucial step to remember! Place 20 blank sheets of paper behind each divider so you will always have plenty on hand when you need it for class. To make your notebook work for YOU, *open the rings before you remove a piece of paper*. That way you can put it back when you are done.

NOTE: When you have finished an assignment that will not be handed in until another time, always place it behind the correct divider in your three-ring notebook. That way you will never lose it!

TIME SAVING TIPS

Keep all your extra paper in your locker. Keeping extra notebook paper in your notebook can break the notebook or bend the rings.

Time Once Lost Can Never be Regained, Use It Wisely...ORGANIZE!