ORGANIZATION

BAND

To help me keep a separate notebook for each class.

Buy a different notebook for each class.

- Get notebooks with different colors or pictures.
- Try to associate the color or the picture on the notebook with each class to make it easier to find. For example, get a green notebook for science because plants are green, and get a red notebook for math because you hate math and you see red when you think of math. Or, get a notebook with a picture of a beach scene and use that for English because you like to read books when you go to the beach.
- Try to buy notebooks that have pockets in the front or back.
- Write the name of the subject in very large letters on the front and back of each notebook.

Always divide each notebook into sections.

- Have a section for notes and another for homework assignment. In the section on assignments, list the materials you will need to bring home.
- Make sure that you get a notebook with pockets so that you can put loose leaf paper in them and use them to store handouts from the teacher.

Need to update your notebook daily.

- Date all sections every time you write in your notebook.
- As you complete things in the homework section, check or cross them out to show that these are done.
- Go through your pockets daily and clean out any loose-leaf papers that you no longer need. Make sure to hand in any worksheets that you may have in the pockets of your notebook.

Do buy a new notebook IMMEDIATELY if you lose one.

- If you lose one of your notebooks, buy a new one with the same color or picture as the notebook you lost.
- Replace the notes that were in the lost notebook by getting them from a friend or asking the teacher for help.
- Replace any worksheets, handouts or assignments by asking your teacher for copies.