

Successful Students Keep Materials Organized



Getting and staying organized is a key element in school success. Guide your student toward organization with the following habits of successful students.

Keep Organized with folders

- Choose a different color for each subject. This will make them easy to identify when you are gathering materials to take home, to go to a study session, or to take to class.
- Label each folder with the subject.
- Keep folders neat and orderly.
- Replace worn or broken folders and binders before you lose any papers.

Stay Organized with three-ring notebooks

- Label the notebook with subject.
- Use dividers to designate sections: tests, homework, notes.

- Keep a supply of loose-leaf paper.
- Consider using a pencil pouch that can be clipped into the three-ring notebook.
- When using the three-ring notebook for more than one subject, label and use colored dividers for each subject.

What to do When There is no *Assigned* Homework

- Read a good book.
- Go over class notes and study guides.
- Study flashcards.
- Use designated homework time to add to general knowledge.
 - Study a map to learn the location of states and their capitals.
 - Use a globe to learn the location of countries of the world.
 - Use a search engine to read more about a topic that you are studying in one of your classes.
 - Watch a DVD or television program about an historical or current event. Consider the History Channel, Discovery Channel, and Animal Planet.
 - Write in your journal.
 - Organize folders or notebooks.
 - Go through all past tests in a specific subject, focusing on the items you missed. Make sure that if those questions appear again, you will get them right.