

Organizational Checklist

Notability:

- ☐ I have separate folders for each class
- ☐ I have subdividers in each folder for different units
 - ☐ Ex. World History
 - ☐ Latin America
 - ☐ Africa
 - ☐ Europe, etc
- ☐ All of my notes are in a folder (There are no unfiled notes)
- ☐ My notes are titled in a way that is easy to find: ex. 5-1 Notes: Understanding Right Triangles
- ☐ All of my class notes are dated with the date that we went over the material in class
- ☐ All electronic handouts are sorted by subject

Google Docs

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Apps:

- ☐ I use folders to organize my apps
- ☐ My applications are organized by type or by subject
 - ☐ Ex. All Google Apps together (Drive, Docs, Sheets, Slides, etc)
 - ☐ Ex. Math Apps (Calculator, Graphing function, etc)

Backpack:

- ☐ My papers (tests, quizzes, essays, projects, handouts, etc) are sorted in a binder or folder
 - ☐ *Folders suitable for classes that do not have a lot of paper. If you have a lot of printed work in a particular subject, it is much better to use a binder
- ☐ In my binders, I have tabs separating the different sections
 - ☐ Ex. Class Notes, Worksheets, Study Guides, Tests, etc
- ☐ All of my papers are hole punched and sorted in the proper section
- ☐ Within each section of my binder, the materials inside are sorted by topic or date

Assignments

- ☐ I have a system for keeping track of my homework
 - ☐ I use a paper agenda
 - ☐ I use an app
- ☐ I prioritize my work to make a plan for what to work on first

- ☐ My system is working for me. I do not miss assignments and am able to turn in work on time

Workspace

- ☐ I have a consistent space where I complete my homework
- ☐ That space has the things I need to do my work (ex. Pens, pencils, highlighters, computer, etc.)
- ☐ That space is free from distractions
 - ☐ My phone is in a different room
 - ☐ Notifications are turned off on my iPad