

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

- 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

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