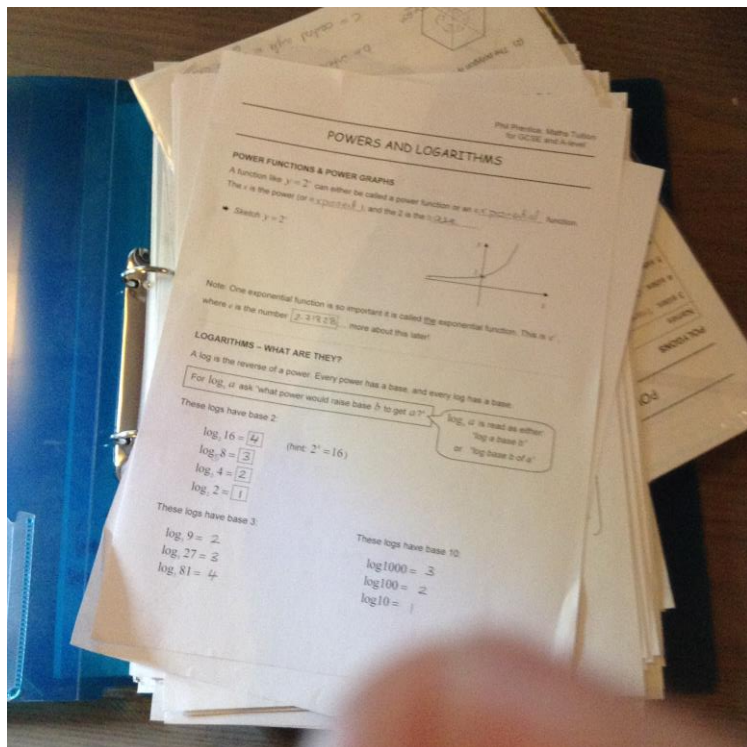


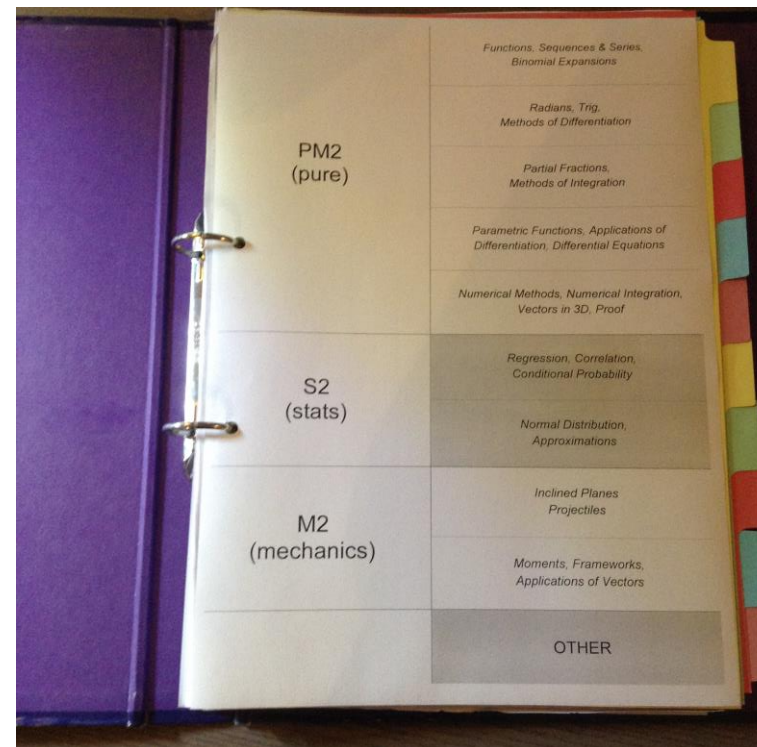
## A POORLY-ORGANIZED FOLDER



1. Loose sheets, not hole-punched.
2. No file dividers.
3. Some sheets in polypockets, some not.

NB. Generally my recommendation is not to bother with polypockets: simply hole-punch sheets instead.

## A WELL-ORGANIZED FOLDER



1. All sheets hole-punched.
2. Sheets in sections, with file dividers.
3. Cover sheet with section contents.

NB. You can make your own cover sheet if you like.  
Alternatively I have some prepared for GCSE / A-level etc.

**A well-organized folder can be a hugely valuable resource.  
Get it organized, then keep it that way!**