

ORGANIZING NOTEBOOKS/HOMEWORK

A. Setting Up a Notebook/Homework Management System

System Element	What will you use?	Got it (check off)
Place for unfinished homework		
Place for completed assignments		
Place to keep materials for later filing		
Notebooks or binder(s) for each subject		
Other things you might need: 1. 2. 3. 4.		

B. Maintaining a Notebook/Homework Management System

Task	Monday	Tuesday	Wednesday	Thursday	Weekend
Clean out “to be filed” folder					
Go through notebooks and books for other loose papers and file them					
Place all assignments (both finished and unfinished in appropriate places					