



ORGANIZATION

The "KEY" to Success in Junior High

BINDER SYSTEM

- 1 ½ inch binder
- Plastic dividers with pockets - 1 for each class.
 - Use the front pocket for assignments that still need to be turned in.
 - Use the back pocket for graded, returned assignments.
- Loose leaf paper
- Pencil Pouch



AT HOME FILING SYSTEM

- ◉ “Accordion” Folder
- ◉ Label a section for each class
- ◉ Clean out old papers from your binder (in the back pocket of the dividers) once a week and put them in your home filing system.
- ◉ Clean out your home filing system at the end of each term.



PLANNERS

- **USE** your planner, don't just fill it out.
- Write what you do in each class.
 - If it is NOT homework, put a check mark by it. ✓
 - If it IS HOMEWORK, highlight it.

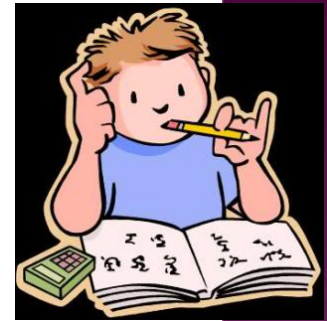


PLANNER TIPS

- Always have it with you.
 - **Use** it in every class.
- Open your planner as soon as you get to class.
 - Leave it out on your desk as a reminder to fill in the information.
- Write **all** the details of the assignment in your planner.
- **Use** your planner at home to remember what your homework is and when it is due.



HOMework



- ◉ Do your homework at the same time each day.
- ◉ Plan on at least 30 minutes.
- ◉ If you don't have homework, use your "homework time" to read.
- ◉ Check your planner to remind you what needs to be done.
- ◉ Make a plan - list what order you will complete your homework.



START SCHOOL

BEING

ORGANIZED

AND STAY

ORGANIZED!