**Staying Organized at School: Your Binder**

**Binder Organization**

**You will need a Sharpie.**

**Check the box on the chart when each task is complete.**

1. **Put your name on each binder.**
2. **Label each binder with the class subject.**
3. **Put dividers inside each binder. Your teacher will tell you how to label your dividers, so no need to label them now.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Color** | **Subject** | **Name**Check √ | **Label**Check √ | **Dividers**Check √ |
| **Red** | **Math** |  |  |  |
| **Purple** | **English** |  |  |  |
| **Green** | **Science** |  |  |  |
| **Yellow** | **Reading** |  |  |  |
| **Blue** | **History** |  |  |  |

**During class:**

* **Take the time to make sure all of your papers are snapped into your binder *behind* the correct divider.**
* **If you don’t know where a paper goes, ask your teacher.**
* **If you don’t have time to put your papers away properly, let your teacher know.**

\*When a unit is finished, take the unit papers from your binder and put them in an accordion file, separate folder, box (at home), or a separate“Finished Units” large binder.