**[](https://www.google.com/search?safe=active&sa=G&hl=en&q=diary+clipart&tbm=isch&tbs=simg:CAQSlQEJWWCm7TKJMQYaiQELEKjU2AQaAggKDAsQsIynCBpiCmAIAxIo7gGTAaISrROXA6sHqAbxAYwSvQjuNdY26zXpJ-wn1zaQN_1U12jbGIRowrMO0kDzs7iDs9w5y_16d26CY2d4CZ_1z6ijmURZtvGlaZCFELlgflz9XPORUI7XcRLIAQMCxCOrv4IGgoKCAgBEgRT6VaRDA&ved=0ahUKEwiGoNiA5ovWAhVixoMKHQK2A64Qwg4IIygA)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.