

How to Organize Your Notebook

YOU MUST HAVE A 3-RING BINDER—NO EXCEPTIONS!!!!

In your 3-ring binder, you must have the following:

Note-taking Guide

This should be your intact book of skeleton notes.

General Section

Chapter Assignment Sheet

Class Rules (unfold the pamphlet)

Information Guide (unfold the pamphlet)

Notes

- Each chapter in order from top to bottom (2.1, 2.2, 2.3, 2.4,...)(Follow page numbers)
- Put the most recent chapter on TOP

Homework

- Each homework assignment must be headed in the upper right-hand corner. Your headings must follow the following format:
 - Name
 - Date
 - What assignment (e.g. 2.3)
 - Page number and problems
- Your homework assignments should be in order with the most recent one on TOP.

Quizzes

- In order with the most recent on TOP

Worksheets & Miscellaneous

- In order with the most recent on TOP