## Your Notebook

Your notebook is the obvious place to keep all of the notes, handouts, completed projects, tests and references that you collect while in a course. There are some things you can do to make the notebook more than a collection device, though.

**For all notes:**
- Keep your notes in a 3-ring binder
- Use loose-leaf paper. In this way, you can easily insert handouts where they belong
- Use dividers. If you have more than one subject in the binder, then you will use dividers between subjects. If you have only one subject, you can use the dividers to separate notes, tests, and assignments.
- Keep extra lined and blank paper at the back (behind a divider!). Keep graph paper for Math classes in the Math binder.
- Use the holes in the paper! Put your papers on the rings of the binder.

**For Each Subject**
- Date each day's work and keep your notes in order.
- Write a title for each day's work. Underline it to make it stand out from the other text.
- Write legibly
- Write your notes in ink. Blue or black is easiest to read. Don't use gel pens – they are too hard to read at night.
- Make corrections neatly. Draw a line through the error or use fresh corrective fluid.
- Use a ruler to underline and draw graphs
- Include all handouts, maps, readings, etc and be sure to date these. Put them behind the note that corresponds.
- Use reinforcements to secure loose pages.

*If you don't use a planner, keep a small calendar in the front to write down assignment due dates and test dates.*

## Whatever you do, don't lose your notebook!

... but if you do,
a sticker
with your name and homeroom teacher
on the inside cover
will make sure it gets back to you!