

## Ten Hints for Organizing Notes and Class Materials

There are many ways to organize notes and keep class materials, but here are the ones which seem to work for successful college students:

1. Get a separate spiral notebook for each class. (It is easier to organize and separate your notes if each class is in a different spiral notebook.)
2. Get a three ring binder for each class. (This allows you to keep copies of all of the materials for each class in one location.)
3. Get at least five dividers for each spiral.
4. Use clip art (or original pictures, etc.) to make a **different, distinctive cover page** for each class binder. Put the course title, professor's name and most importantly, put **your name** on the cover.
5. Use the dividers to make a section for the course syllabus and reading list/timeline.
6. Make a section for returned exams.
7. Make a section for your spiral notebook.
8. Make a section for returned assignments.
9. Decide on the style of note taking you will use for class. If you haven't look at the different possibilities, look in **Module 3 on Note Taking**.
10. Lastly, none of the suggestions made in this paper are etched in stone. Make your notes and materials organization what works best for you. This will take some time to develop.