Organizing Class Materials
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What are the benefits of keeping your class materials organized?
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• By being able to find your resources quickly, more time can be spent focusing on your coursework.

• Decrease stress levels by knowing where your class materials & assignments are at a moment’s notice.
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What is one of the best methods for organizing your class paperwork and assignments?

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- Create a 3-ring binder for each of your courses.
  - Divide the binder into sections for notes, exams, homework, and handouts.
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What are some products and or tips that are helpful in maintaining an organized binder?

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• Label and use dividers with pockets to temporarily store handouts that are not hole-punched.

• Update your binder weekly.
  ➢ Punch holes in the papers in the divider pockets.
  ➢ Make sure everything is in the correct section, ordered by date.

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Visit the It’s POSSIBLE at BC, Habits of Mind website for practice activities on effective organization of class materials.

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