

College Knowledge
Study Skills:
Notebook Organization

How should you organize your notebook?

A three ring binder is the best type of notebook to use. Pages can easily be added or taken out. All class notes—lectures, discussions, labs, print materials, films, videos, etc. can be put in the same place. Having the information you need to learn in one place allows you easy access for reviewing for tests.

An organized and accurate notebook can be set up using:

DIVIDERS:

Use dividers for each subject. This helps you turn quickly to the area you are looking for.

CLASS NOTES:

By recording all class notes in your notebook you will always have these for later reference. Record only the important information you need to learn. Six different things should be included on each page of notes.

- a. The unit topic
- b. The main idea for that page of notes
- c. The details that you need to learn
- d. Key vocabulary words
- e. Study questions
- f. Summary of the main idea

HANDOUTS:

Keep all assignments, readings, etc.; your teacher gives you in your notebook. This assures you will not lose them. If the teacher gives something to you, it is important to keep it.

HOMEWORK AND ASSIGNMENTS:

Record your homework assignments as the teacher give them. Never leave class unless you have written all the information about the assignments in this notebook.

TESTS:

Keep quizzes and tests. These can be useful to you later. They will help you predict the types of questions that teacher asks. They can also be used to prepare for unit or semester exams.