



# High School Success

Study Skills Seminar  
Lesson Three—Organize Your Things

# Study Skills Seminar

## Your High School Toolkit



- Lesson 1—Time Management 101
- Lesson 2—Organize Your Time and Space
- [Lesson 3—Organize Your Things](#)
- Lesson 4—Study Plans and Recovery Work
- Lesson 5—Formative Grades
- Lesson 6—Study Techniques
- Lesson 7—Note Taking Tools
- Lesson 8—Test Taking and Test Anxiety
- Lesson 9—Study Skills Recap

First, let's debrief from last week



Discussion—

Take out your planning page or your planner.

How was last week using your planner?



*I'm a big fan of having a plan!!*

# Organize Your Things

It's all about the Binders!



- Seven subjects is a lot to keep up with every day—Keeping your binders organized is KEY!
- Three-ring binders with dividers work well so you can have separate sections labeled:
  - Class Notes
  - Quizzes/Tests
  - Homework

\*\*\* Note: some teachers have specific requirements for binder set up—Always defer to your teacher's specifications!

# Staying Organized—It's an ongoing process

- ✓ Put the date on all of your papers, so you can easily put them in the right order
- ✓ Never put loose papers inside your backpack. If you have to leave class in a rush, put loose papers in the front of your binder
- ✓ At home, take 60 seconds to put any stray papers in their correct folders
- ✓ Use the back pocket in your binder for miscellaneous items (club forms, etc.)

# Organize Your Things

## The Night Before



- Put all of your papers back in the right place in your binders
- Do a planner check—did you complete everything? do you have all of your forms?
- Pack up your backpack with your binders, anything you will need for afterschool, and any supplies you might need
- Put your backpack by the door

# Activity—Time to Set it up

## Biology Binder



- Get out your Biology Binder
- Start Organizing—
  - Remove any items that are not Biology related
  - Use the dividers provided if you need to create sections in your Binder
  - Sort your papers into each section
  - If you finish while others are still working, start on another subject

# Activity—Time to Set it up

## Biology Binder– Specifics



**Units** (these should be labeled on binder divider tabs):

1 – Intro to Biology	6 – DNA/RNA Processes
2 – Biochemistry	7 – Genetics
3 – Cells	8 – Evolution
4 – Energetics	9 – Kingdoms
5 – Cell Cycle	10 – Ecology



# Put It Into Action

Biology Binder Check Next Week



You will have a graded Biology binder check in class soon. Keep your binder organized—filing away important papers, dating your notes, and keeping track of homework

# Next Session—Lesson Study Plans and Recovery Work

See you next time!

