

Top 10 Tips for Keeping Binders Organized:

1. Arrange binders in your locker.
 - Example – morning binders on top of shelf and afternoon binders on bottom shelf.
2. Use divider tabs.
3. Put papers behind papers already in each section.
4. Get reinforcements to fix ripped papers.
5. Put your name on your binder.
6. Clean out your binders every few weeks.
7. Put your name and date on your papers in the binder.
8. Use a different color for each binder.
9. Some classes may require a large binder and some may require a small binder.
10. Binders may need to be replaced throughout the year.