

My Binder System

Use the same color for a class everywhere: its binder tab, folder and notebook. Write the color you are using.

Class	My color	Behind the tab	Folder or notebook?
ELA	Blue	Notes · Handouts · Graded work	
Math	Green	Notes · Handouts · Graded work	
Science	Yellow	Notes · Handouts · Graded work	
Social Studies	Red	Notes · Handouts · Graded work	
Elective	Purple	Notes · Handouts · Graded work	

Front pocket: TO DO

Homework to finish
Forms to sign
Work to turn in

Back pocket: DONE

Graded work to check
Papers to file at home

In my binder's pencil pouch

- | | | |
|--------------------------------------|-------------------------------------|--------------------------------------|
| ☐ Two pencils | ☐ Eraser | ☐ Pen |
| ☐ Highlighter | ☐ Glue stick | ☐ Index cards |

Friday clean-out (5 minutes)

- | | |
|---|---|
| ☐ Empty the TO DO pocket | ☐ File loose papers behind the right tab |
| ☐ Take old work home | ☐ Refill paper and pencils |
| ☐ Check my planner for next week | ☐ Throw away trash |