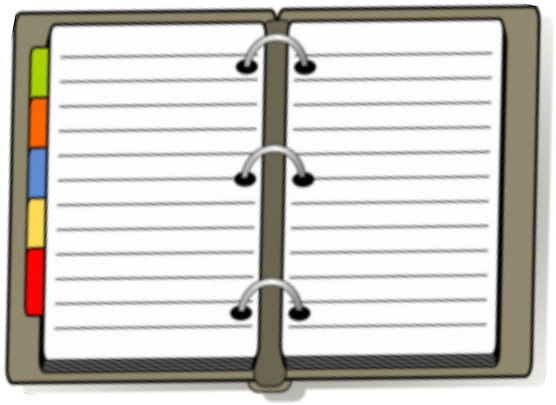
The Kortschak Center for Learning and Creativity



HOW TO ORGANIZE A BINDER/FOLDER

Presented by: Marc Roaquin

LEARNING OBJECTIVES

By the end of this presentation you should be able to:

- Understand the importance behind organizing your binder
- Assess how you stay organized
- Develop your own way of organizing your binder.

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ORGANIZATION MATTERS

- Everything has a spot
- Having a binder(s) helps you be accountable
- You are able to track progress

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IMPORTANCE OF ORGANIZATION

- Organizational strategies are useful in remembering class material (Dembo & Seli, 2016).
- Categories provide useful retrieval cues in many situations (Dembo & Seli, 2016).
- You can organize your binder/folder based on categories (ex. Biology, Math, or English)
- A body of new information learned is stored more effectively and remembered more when it is organized (Ormrod, 2011).

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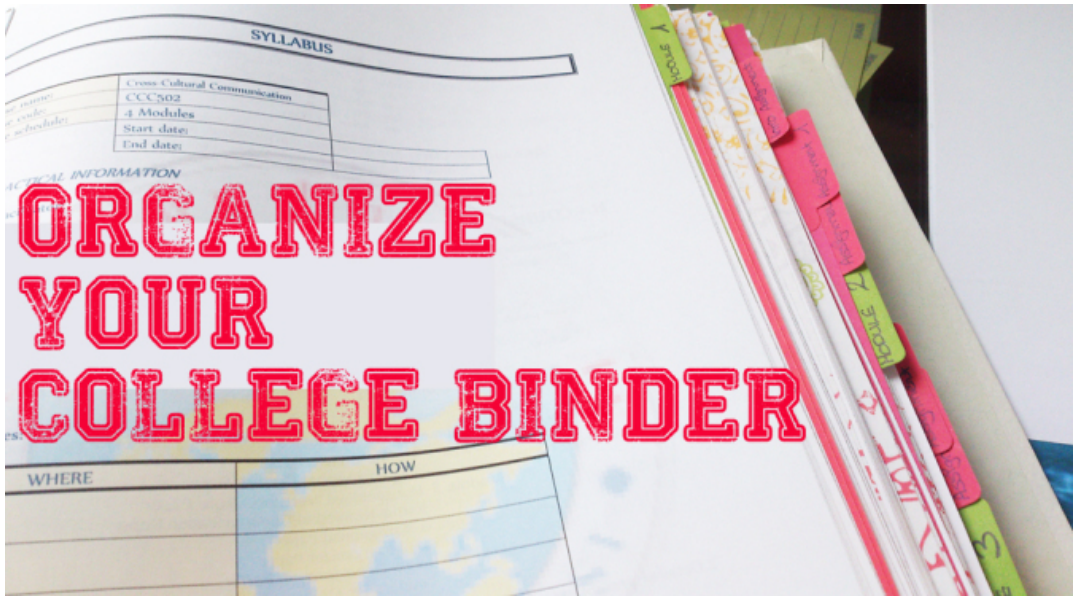
ORGANIZING THE BINDER/FOLDER



- Designate one binder/folder for each course.
- Label each tab accordingly.
- Put dividers into your binders.

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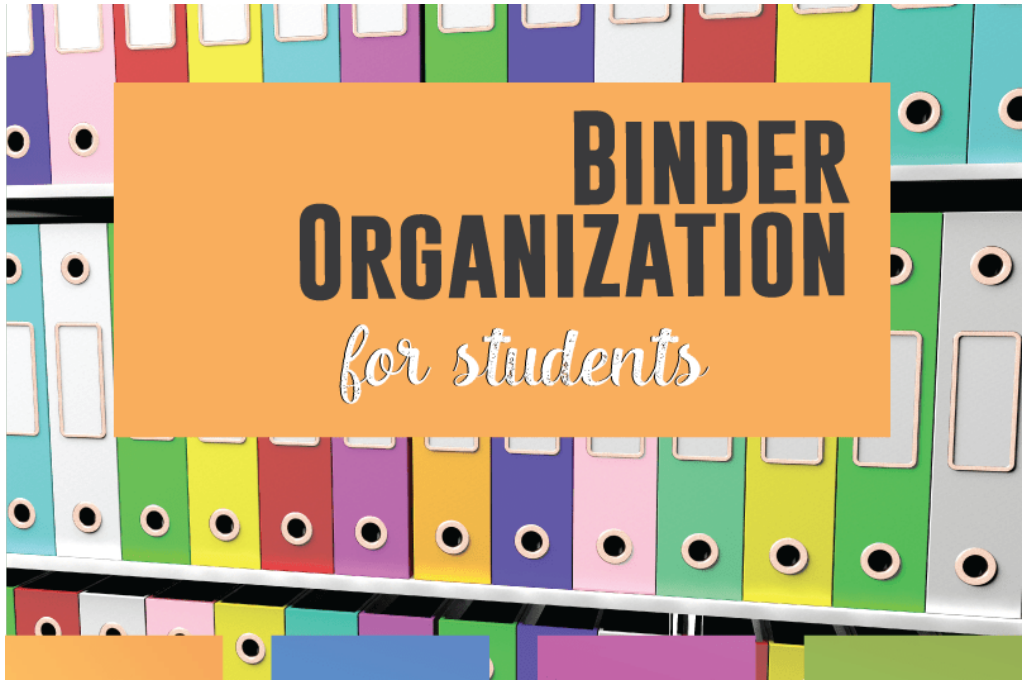
ORGANIZING CONT.



- Decide what each section will be based on (e.g. course, subject, homework, etc.)
- Date each document received and place them in the appropriate section of the binder.
- Keep binders in a set place and label each spine.
- Invest in a 3 hole puncher.

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