



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!

