

# **Faculty of Community Services**

## **Academic Support & Resource Centre**

### **Binder Organization Tips**

#### **Why Use a Binder?**

- Binders give you the opportunity to take notes on loose sheets of paper and put them into your binder/take them out of your binder easily
- Folders tend to be messier and have the potential for sheets to fall out
- You can keep all relevant course materials in one safe space, and easily customize it

#### **You Will Need...**

- A binder
- All relevant handouts
- Loose paper/your notes
- Decorations (depending on your preference)
- Dividers

#### **Method:**

- To start, if you want to, you can decorate the outside of your binder with inspiring quotations, designs, or stickers
- Place your dividers in your binder and label them accordingly
  - For example, you may have a divider for notes, past tests, assignment sheets/syllabus, and any other topics
- You may also want to put an index in each section, which tells you what is in that section
  - For example, you may want to put an index saying which chapters your notes cover
- You may want to organize your notes tab in chronological order, keeping all notes together
  - For example, you can put your textbook notes followed by lecture notes followed by any other relevant materials (i.e. mind maps, charts, diagrams) under one section as opposed to breaking them up (i.e. lecture notes as one tab, textbook notes as one tab, and other relevant materials as one tab) so that your materials stay together and organized

#### **Other Tips:**

- When decorating your binder, you may want to use your favourite colour, or other materials that will make you happy – this will have a positive effect on your mood!
- Select a binder that will accommodate both what you need to keep in it, but also a size that will not be too heavy or cumbersome to take to and from school
- You can also use a notebook instead of loose sheets if that works better for your notetaking style; however, this will affect your ability to take sheets in and out at your convenience