

THE KEY TO SUCCESS: Keeping a Good Notebook



Once you have completed the items on the list below, place a check in the box.

Do you

- Have a specific notebook or section for each course
- Date all class notes and handouts
- Have a title for each day and highlight new words
- Record text pages for homework, and write down the text references made during class
- Organize course notes by unit
- Hole punch all handouts immediately and put them in your notebook in the correct place
- Correct all quizzes and tests immediately
- Complete Homework questions, and write down the title or topic, page # and question #'s
- Get copies of all missed class notes the day you return from an absence, be sure to ask about assigned homework and upcoming tests or quizzes

