How to organize your Notebook

A neat and organized notebook will provide you easy access to information you will need in this class. Having quick access to your plans, work logs, and safety notes will make you a better, more informed student. An organized notebook will earn you points too.
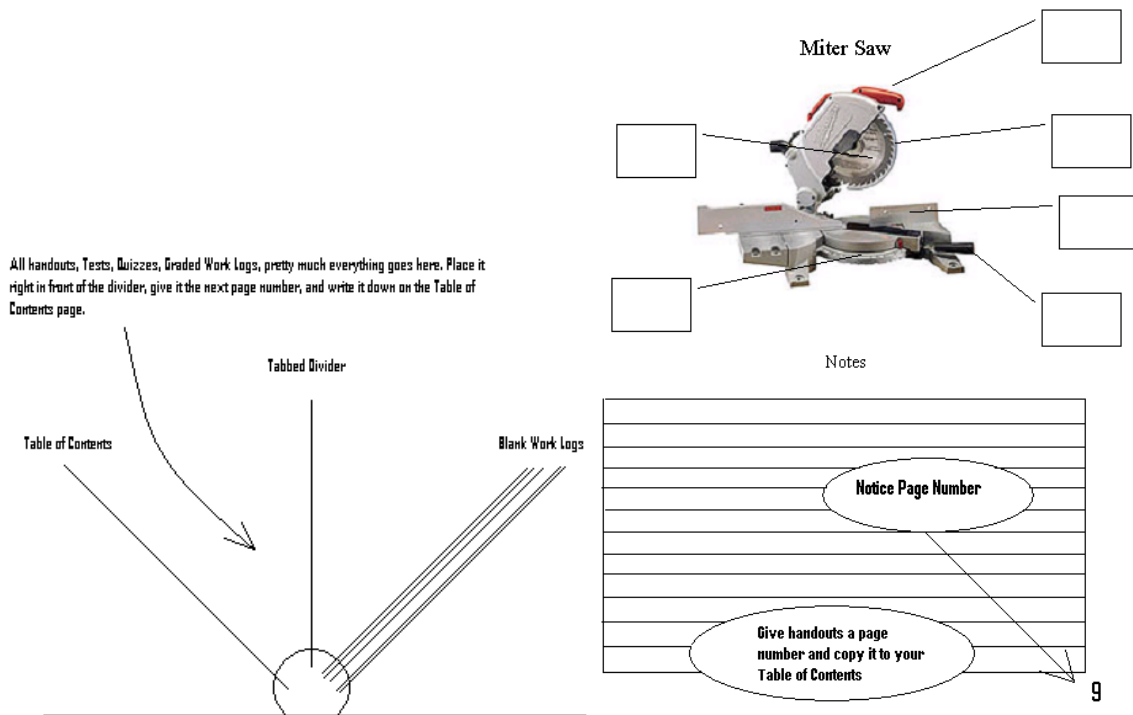
Here's what you will need.
1. A binder with a 1" spine.
2. One single divider (give the rest to Mr. Lever for some extra credit).
3. Table of Contents Pages
4. 4-5 blank Work Logs (when you need more they will be available)

Keep things simple! Follow these easy steps to an organized notebook.

Steps
1. Open up your completely empty notebook.
2. Place the divider inside
3. Place the blank Work Logs to the right of the Divider and the Table of Contents to the left. See picture below.
4. Place your name at the top of the Table of Contents page.
5. **For each new handout you are given, give it the next page number in the lower right corner and then write down the Handout Name and page number on the Table of Contents.**

Miter Saw

All handouts, Tests, Quizzes, Graded Work Logs, pretty much everything goes here. Place it right in front of the divider, give it the next page number, and write it down on the Table of Contents page.

Notes

Tabbed Divider

Table of Contents

Blank Work Logs

Notice Page Number

Give handouts a page number and copy it to your Table of Contents

9

Keeping you notebook organized is easy and it will say a lot about the kind of person you are.