



CHECKLIST

Your note organisation checklist

- ☐ Choose one method: notebooks, ring binder, folder or digital

- ☐ Date every page at the top as you write

- ☐ File new notes in the right place straight after each lesson

- ☐ Keep handouts and worksheets with the notes from the same lesson

- ☐ Tidy your system at the end of each week

- ☐ Write a summary sheet for each unit after you finish learning it

- ☐ Archive old notes at the end of each term to keep your folders light
