

2. ORGANISATION & FILING

1. What are the three main aspects to getting yourself organised?

- 1.
- 2.
- 3.

2. What are the 5 steps to setting up your own organisation and filing system at home?

- 1.
- 2.
- 3.
- 4.
- 5.

3. In the space below, summarise in your own words the extra information given on exercise books or folders. (You don't have to do both, just whichever one you use. Use the links that say 'if you use....., click here'.)

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4. List the three suggestions to keep past tests and assignments and add a fourth example from your own ideas.

- 1.
- 2.
- 3.
- 4.

5. How long do you think you should keep work from past years for? Explain why.

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6. What are some ways to manage the paper for assignments you are working on? What do you do?

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7. Why is a plastic display folder a good idea for summary notes?

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8. In your own words, summarise the 6 steps suggested for each afternoon when you get home from school:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

9. In your own words, summarise the 9 suggestions on ways to keep organized at school:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Can you think of one more suggestion?

- 10.



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