Assignment First Organization: Building Your System

If you're going to use the Assignment First Organization system we taught you during the StudyRight course, you've got to build it. We've linked two products for each of the 5 pieces of the Assignment First Organization System from Office Depot's site. The first is the cheapest one that we think will hold up. The other is a higher quality product. We make no money on this, and you can probably buy these in store for less money. This is purely for your convenience of shopping online if you'd like. *

All prices based on 7/3/14 data. Walmart will be cheaper – we're pretty confident of that.

Step 1: Purchase all 5 materials:

A. Three-ring Binder

A good quality 1" binder should be enough. If you have more than 6 courses, you may want something slightly larger, but this notebook will act as a processing system for unfinished assignments, finished assignments, and graded assignments waiting to be filed. Everything leaves the notebook within a few days at the most, so size is not typically an issue. It needs pockets inside both the front and back, and it is helpful if the rings have one straight side (a helpful feature, but not required).

Office Depot 1" Binder – $2.89   Locking, Slant-Rings Binder – $6.59

B. Divider Pockets

You will need one of these for each class. They should have a tab for easy organization and identification. Different colors help with that also, but you can pick whatever color you choose. The goal is to find enough of them for one per subject, they need to fit in your 3-ring binder, and the sturdier the better.


5 Insertable Pocket Dividers - $5.09   8 Double Folder Divider Pockets - $6.39

C. Filler Paper

We recommend Five Star's reinforced college-ruled notebook paper if you're willing to shell out a little extra cash. If not, any brand of notebook paper, college or wide ruled, will work fine. These will sit in your binder for when a new assignment is given without a worksheet. We recommend every student create a single page for every assignment. This will ensure nothing is missed. (The heavy duty Five Star paper is less likely to be torn out of your binder accidentally; that's the only reason we recommend it)
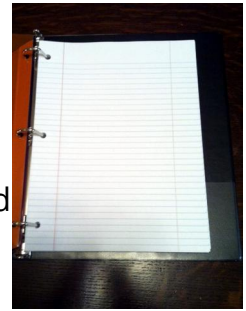
Office Depot Brand - $2.49   Five Star XL Reinforced - $6.59

D. A Big Spiral Notebook for taking Notes

Get one place to keep all your notes. A notebook that is big enough to give every class its own section is ideal. We usually recommend students get one with pocket dividers instead of plain dividers. This will give you a place to put all handouts as well as write your handwritten notes. If you can't find a notebook big enough for you to give every class its own section (for example, the store only carries 3 subject spiral notebooks), you can get two and keep those with you at all btimes.
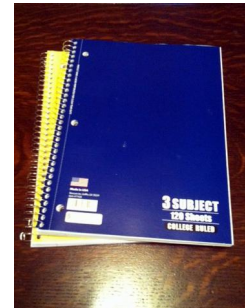
Standard 5 Subject Notebook - $4.99   Five Star Notebook with Pockets – $12.59

E. An Expanding Folder for Graded and Returned Assignments

After you get an assignment back, you need a place to store it. It's important that you don't keep it with you all the time (because that gets WAY too heavy!). A good accordian-style file folder does the trick. These are often least expensive in stores rather than online.

7-Pocket Expanding Folder - $10.99   PendaFlex Expanding File - $12.99

Step 2: Follow our 5 minute video for a Refresher if you need it

[Assignment First Organization](#)

Step 3: Apply the System

It's a pretty simple system – every paper and assignment has a place it belongs depending on what stage of completeness it is. We like this because you don't have to worry about having the right assignments in the right binders – it all goes to the same place. Granted, once you've completed an assignment or it has been returned, you do separate the assignments by subject.

Questions?

Email us – skylar@studyright.net – or contact us through this page:
http://www.studyright.net/contact-us