

How to Organise a File



What do you need?

First of all, get the materials you need e.g. file dividers, polypockets

General tips

When putting materials into your file, the order of how you put them in is personal to you – however, some useful tips include...

- Put the information into your file ***in the appropriate section*** – don't just bung it in at the front
- Put the information into your file ***as soon as possible after you get it*** (sometimes your teacher will want you to work on what they give you before you can put it away)
- Hard-backed files are best – loose-leaf folders can lead to lost notes and difficulties finding what you need
- If in doubt, ***check with someone*** who you know will keep a good file – copy their good ideas

Where should the information go?

Here is a suggestion of how to organise your file:

1. Have an ***index*** of your topics (you may need to wait a while to build up your topics before you do this) at the *very front*
2. Keep your ***subject specification*** near the *front* of the file
3. Divide your topics clearly with ***file dividers*** (which have the topic written on them)
4. Keep your ***topics in order*** – it's best to start with Topic 1/Lesson, rather than the last lesson you did
5. Any ***evaluation*** of a topic should be at the *end of that topic*
6. Keep your ***tests/exams*** either at the *end of the relevant topic or* in order at the *back of the file*
7. Keep a ***wordlist*** of key terms at the *very back* of the file
8. To preserve your work and stop it falling out of the file, ***polypockets*** are useful – but don't overfill these

