



Helpful Hints for Using a Calendar/Agenda



1. Keep the calendar/agenda at the front of your binder.
2. Every day—either at the beginning or end of each class—record homework, upcoming assignments, projects, and tests.
3. If there is no homework assigned in a class, write “no homework” in the space provided.
4. Long-term projects or assignments should be recorded twice: the day they are assigned and the day they are due.
5. When an assignment is finished, place a check mark next to it, but do not cross out.
6. At the beginning of each month, record upcoming academic, school, and personal responsibilities in your agenda.
7. At the beginning of each month/grading period, record long-term/short-term goals in your agenda.
8. Use the space at the bottom of the agenda page to record your daily reflection, clarifying questions, and new goals. This space may also be used for communication to and from parents.
9. Your parents are an integral part of the AVID team and should sign your agenda each week.
10. Never remove pages from your agenda to show completion of activities. Instead, fold down the corner of the page or make a check mark next to the activity.



Directions: Read and highlight key concepts about the importance of the AVID binder.

The Importance of Your Binder

One of the most important tools for academic success is a neat, complete, and organized binder. Consequently, you should devote a large amount of time to preparing your binder at the beginning of each quarter or semester and maintaining it throughout the school year. Each week, you should spend homework time maintaining your binder by doing the following:

- Add calendars, assignment sheets, and blank lined paper.
- Make sure your Cornell notes and handouts are complete and arranged in order by date behind the appropriate divider.
- Three-hole punch and place returned assignments, quizzes, and tests alongside the notes they refer to. (This will be very important when you start studying for tests!)
- Following a test, remove all related papers from your binder and place in a manila folder. Mark the topic/chapter on the tab and keep the folder in a file box in a safe location at home. (*Note:* Continue to add to this file box throughout the grading period. This will provide an important resource when studying for tests/final exams.)

Your binder will contain most, if not all, of the materials needed for your classes. If a teacher requires a separate notebook for his/her class, keep this notebook in your AVID binder. This will help you have the materials you need to complete assignments and prepare for tests all in one place.