



How to set up your KEEP ME ORGANIZED BINDER

Use this to create a foolproof method for keeping it all straight during the crazy college application process.

Step 1 – Stay cool, take a deep breath and repeat:

I want to go to college. I want to go to college. I want to go to college.

I want to go to a really cool college.

I want to make sure I get into a really cool college.

I must get organized so that I make the deadlines.

I must make sure I'm showing off my skills and talents to the admissions officers **AT ALL TIMES**.

I want to make sure I get into a really cool college.

BREATHE.....

Step 2 – Go to www.officedepot.com and order one of these binders and inserts. Trust us, we've tried them all and these ones work the best - Avery Worksavers Big Tab Plastic Pocket- item 108185

Step 3 – Keep a colored tabbed section for each college you're applying to and label it accordingly.

Step 4 – Begin to collect information and put it in your binder.

- 1 Application instructions.
- 2 Essay questions.
- 3 College brochures.
- 4 Web pages.
- 5 www.vault.com information.
- 6 Alumni testimonials and notes from conversations with contacts you have.
- 7 The Campus Visit Form.

Step 5 – Create a separate Personal Portfolio insert for all your personal marketing materials. - essays, forms, letters of recommendation, artwork, writing samples, resume, etc.

Step 6 – Insert a sheet on the front of your binder, with college contact & deadline information.