Lab Notebook

Must be a bound notebook. Pages must be numbered. I am fine with a cheap composition notebook where you have numbered the pages.
Leave a few pages at the beginning as a table of contents.
 Record the Purpose of the lab in your notebook List the reagents and equipment you plan to use. Even glassware! Write a brief outline of the procedure you expect to follow If you will need to make solutions, calculate how much you will need, and how to make it. This should save loads of time in lab, and you can check with groupmates in lab and fix calculation errors before chemicals or time get wasted. Record a list of values you will need to walk out of the lab with.
Data and calculations should be recorded in the notebook as they are recorded.
Be organized, but NO RECOPYING!