Tips for Creating a Positive Workspace

Name: __________________________

1. Find a solid, flat desk or table to work at. It should be clean and uncluttered. Working on the floor or couch is not as effective.

2. Sit in a comfortable, straight-back chair. Good posture helps with blood flow to the brain.

3. Work in a well-lit space. Spaces that are too dark create eyestrain and mental tiredness.

4. Work in a quiet space or one with a low level of background noise.

5. Gather all needed supplies (books, paper, pencil, calculator, etc.) before you sit down. This prevents you from losing your train of thought.

6. Find a place with little or no distractions. This includes places without lots of noise and activity. Do not be in view of the TV; you will be tempted to watch it.

7. Have a healthy snack and water available while working. Good foods fuel the body and the brain.

8. Take periodic breaks. The average work time should be 45 minutes with a 10- to 15-minute break.
Tips for Creating a Home Filing System and Supply Bin

Name: ________________________________

Steps to Create a Home Filing System

**Definition:** Filing system with a folder for each subject where you keep important papers when you no longer need them at school.

1. Purchase a small filing container (there are many different varieties) and hanging file folders.

2. Create a folder for each class you have at school.

3. As you complete a chapter or unit in a class, clean out all your papers for that subject. Discard papers you don't need anymore. Those papers that you may still need or are unsure about should be placed in the file for that subject.

4. Papers you may want to keep include quizzes, tests, reports, projects, writing samples, etc.

5. Have a folder for miscellaneous papers you may need to keep that are not directly related to a class.

Steps to Create a Supply Bin

**Definition:** A bin that holds any school supply you might possibly need when completing homework. By having everything in one place, you will not need to get up and find supplies while working.

1. Purchase a storage bin. This could be a wooden crate, plastic bin or rolling cart with drawers. Decorate the container to make it personal.

2. In the container, place any possible supplies you may need to put in the container. This may include the following and more:
   - notebook paper
   - pencils/pens/highlighters
   - Wite-Out
   - markers/colored pencils
   - ruler/protractor/compass
   - stapler/tape/glue/paperclips
   - index cards
   - hole punch
   - calculator
   - reference books (dictionary and thesaurus)

3. If possible, get an extra copy of textbooks from your teachers to keep at home in case you forget your book at school.