

Tips for Keeping Binders, Lockers, Desks, and Book Bags Organized

Name: _____

1. Only keep what is needed. Leave the extra stuff at home.
2. Use a color-coded or labeling system so you can visually see what folders, books and notebooks belong to which subject.
3. Use organizational accessories in your locker and desks. These can include pencil boxes, magnetic holders, portable shelves, etc.
4. Always put your papers in their proper spots immediately. This reduces the amount of time spent looking for work and reduces the risk of misplacing a paper. It also prevents papers from getting wrinkled and torn. Do not shove loose papers into books or folders.
5. Have a separate spot for homework and another spot for make-up work for whenever you are absent from school.
6. Replace binders, folders, book covers, notebooks, book bags, etc. if they become damaged. Staples and tape are only temporary fixes.
7. Decorating of materials should be kept at a minimum. Do not over-decorate with pen markings, stickers, pictures, etc. Visual clutter can lead to physical clutter.
8. Schedule periodic cleanouts. This helps reduce clutter and locate missing items.
9. Be sure to keep any papers you may need. If you are not sure, ask a teacher, or keep the papers at home in a file for each class. This way, if you need it, you still have it, but it will not be cluttering your binder.
10. Do not allow others to share your locker space. You cannot stay organized with someone else's stuff mixed with yours.
11. Use a pencil box or zipped pouch to hold writing utensils, calculators and other supplies. Make sure it securely fastens. This way you will always be ready.
12. Have a three-hole punch in your locker or binder. This way you will always be able to hole punch and store your papers.
13. Neatly place items in your locker, desk and book bag. Do not throw or shove things in. This will damage your supplies and could result in papers falling out and getting lost.