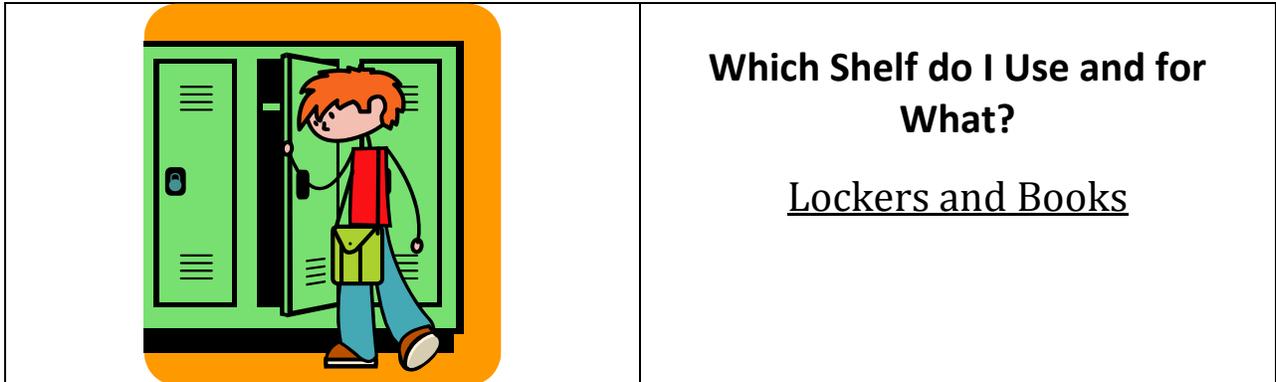


Organization Tips For Middle School Students

There are many different ways to organize anything. Everyone organizes in his or her own way. You have to decide which way of organizing is easiest and best for YOU! Below are tips and ideas that may help you decide how to BETTER organize your items for school. Read the items below and decide how you want to plan to organize and then do it.

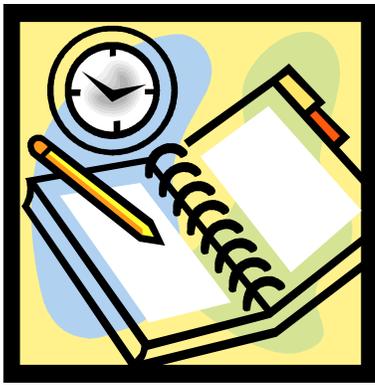


The inside of the locker is an important place in middle school. How well you keep your locker arranged and decorated is up to you. Some students put the subject area folders with textbooks, and some put them on different shelves. Some people put backpacks on the top shelf, on the bottom shelf, or on a hook. The ultimate goal is to be organized so that you will know where your things are and where to put things away. You don't want to lose homework and possibly suffer a lower grade because you can't find work to submit to your teachers, nor do you want to lose important papers that need to be taken home to your parents.

Below are great suggestions for organizing from students like you. Read them all and think about which ideas will work best for you.

- ✓ Color-code notebooks and book covers by subject area.
- ✓ Keep the color-coding for the subjects the same every year. It is easier to remember which subject is which color, and it saves money and the environment because you might be able to reuse items.
- ✓ Get covers that are diverse in design or color so that you eliminate grabbing the wrong book or folder by mistake.
- ✓ Have a special folder or place for homework and for notes to parents. Carry this folder to all classes and home every day.
- ✓ Place all books so that they are facing the same direction.
- ✓ Put books in chronological order as to when your classes occur.
- ✓ Keep your books and binders for the same class together so that they are easy to grab.
- ✓ As you finish a class, put the books, papers, and homework assignments you need at home in your backpack. That way at the end of the day, you are already packed to go home.

- ✓ Have a separate project folder to keep all your project information and papers together in one place.
- ✓ Check each morning to be sure that you have pencils, pens, paper, and other class supplies to take to your classes.
- ✓ Always keep extra pencils and pens in your locker.
- ✓ Keep all papers neatly in folders so they don't get crinkled.
- ✓ Use a zippered binder or accordion file to carry materials to classes so that items do not fall out.
- ✓ Keep binders and folders organized. Periodically, such as after a unit of study or a quarter, take home your folders and clean them out. So that you are not overwhelmed, take home a different folder every day until you have cleaned them all out.
- ✓ Anything you don't need at school, take home immediately.
- ✓ Take home anything that you are not using; such as papers, jackets, or note cards.



How Do I Remember Everything? Your Clay Connections

- ✓ Be sure your full name and grade level are listed in your agenda. Write your name on the page for "Hall Passes".
- ✓ Have a special place for your agenda and carry it to every class and bring it home every day.
- ✓ Write assignments in your agenda as soon as you get them. Write the assignment on the day that it is due! Look ahead in your agenda to see what assignments are coming up. If it is a big project, then break it down into parts and make your own due dates for each part. Write them all in your Clay Connections to keep you on schedule and to keep from procrastinating, leaving all of the work until the last minute.
- ✓ At the end of every day, read your agenda before you leave the locker area or during your last class to be sure what you need to study or complete homework.
- ✓ Keep phone numbers of two people in each class so you can call them to get information about homework assignments.
- ✓ Visit your teachers' websites to check homework assignments.



What Supplies Do I Need For School?

Storage That May Help you Organize

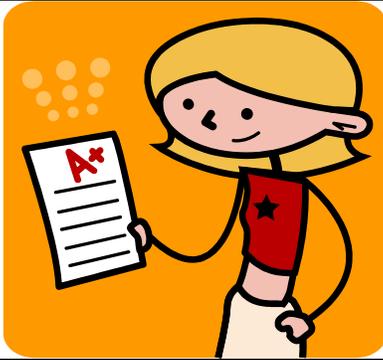
- ✓ Some people recommend getting a binder with folders for each class. Others prefer an accordion file.
- ✓ Some recommend a simple, light backpack that is easy to store, easy to carry, and distributes the weight on both shoulders.
- ✓ Buy an extra shelf so you have more places to put your things. Be sure your shelf has legs and is durable enough to hold the weight of books.
- ✓ Purchase a holder for pencils, colored pencils, glue sticks, and other small necessary items. You might buy a magnetic holder to put on the inside of the door or on the top shelf or a pencil bag with holes to put in your binder.
- ✓ Need help remembering important dates or events? Get a magnetic note pad or dry erase board to hang on your locker door where you can write reminders.
- ✓ Use plastic folders instead of paper folders because they are more durable and last longer.



Do I Need to Think About School When I am at Home?

Ideas for Home

- ✓ Put your name on EVERYTHING including jackets, books, and eyeglass cases.
- ✓ Have a special place at home for your school items.
- ✓ Have a special place and time to do homework.
- ✓ Every day, read the text that covers what the teacher went over that day.
- ✓ Put a list of what you need every day in a special place at home where you will see it. Check the list at night so you are packed to go to school the next day.
- ✓ Have a box at home to put your papers in when you clean out your folders, binder, and/or locker.
- ✓ Pack your backpack in the evening so it is ready to go the next day.
- ✓ Put your backpack in a special place so you don't forget it. Put it by the door where you will see it on your way out.



Is There Anything Else I Should Know about Organizing?

Tips for Anywhere at Anytime

- ✓ Plan to organize.
- ✓ Have a special place for everything and always put your things away. Always keep things in the same place so you know where to look for them and where to store them.
- ✓ Follow the same routine every day.
- ✓ If organizing, cleaning, doing a project, etc. seems overwhelming, break it down into smaller parts.
- ✓ Relax, don't rush between classes or run in the hallways; you are allotted adequate time between classes.

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