

ORGANIZATION TIPS

Planner

- Write down daily homework in your planner.
- Include test dates and project due dates.
- Check off work as you complete it.

Binders, Folders, & Books

- Use one folder for each class—each folder should be a different color.
- Cover books in colors that match each folder.
- Use one side of each folder OR a separate folder for homework.
- Clean out and organize folders every few weeks.

Locker

- Keep books & folders on *bottom* shelf
- Move books & folders to go home for homework to *top* shelf

Homework

- Set a regular homework time—create a schedule and post it.
- Choose a distraction-free “homework spot” in your house.
- Keep important materials near—pencils, paper, calculator, etc.
- Start with hardest / least favorite subject first.
- Take breaks & use a clock to stay on task.