

5 Keys to Keeping your Binders Organized

- Label them
- Use the rings or brads. Do not just stuff everything in the pockets
- Find a system that works for you AND use it
- Have a spot for extra papers without holes- Only use this pocket when you have to use it
- Clean out each binder each week (Homeroom is a great time for this)

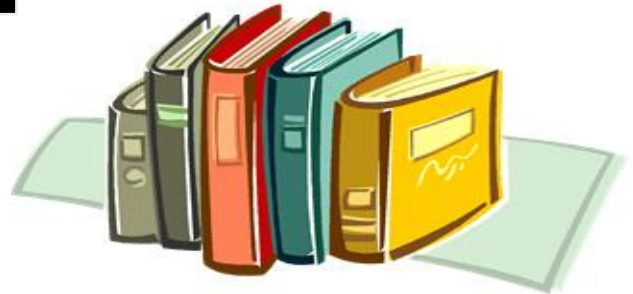
5 Ways to Take Advantage of your Agenda and Homework Folder

- Only put papers that need to go home in your homework folder
- Write something in every subject in your Agenda, but be clear as to if it is homework or not
- Circle the subjects you have homework in
- Make a "What I Need" List- This means make a list of items to take home each day at the bottom of your Agenda
- Transfer your homework to your binders each morning in homeroom

Let's Get Organized

Tips to Keeping an Organized Locker

- Make sure you can easily get to each of your books. Store them with the binding facing outward
- Have an area for your book bag- Most likely this is at the top of your locker
- Hang a list on the door with what you need to take to class each period.
- Take extra school supplies home. You can bring them to school when you need them
- Do not let trash, junk, or old papers build up



5 Tricks to Getting to School Smoothly Each Day

- ✓ Pack your book bag the night before you go to bed
- ✓ Have your parents sign your Agenda each night
- ✓ Keep your book bag in the same place EVERY night
- ✓ Follow the same routine each morning
- ✓ Get something to eat for breakfast

If you are stressed, panicked, or just disorganized, let me know. I am here to help.

Ms. Hadfield, your 6th Grade