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Bursting at the Seams? Organize Your Classroom Supplies

An organized classroom is a well-run classroom. A well-run classroom is a happy classroom. Use these suggestions to bring order to your classroom supplies!



Office Depot Brand Clear Plastic Storage Boxes

You'll be thinking clearly when you select **Office Depot Brand Clear Plastic Storage Boxes** or the **Iris Modular Clear Box** for organizing math manipulatives, game pieces, craft materials, and other small supplies. There's no need to guess what's inside these transparent boxes; the answer is always clear! Each box comes with a lid that fingers of all sizes can snap in place. And the boxes are stackable, which means you can maximize your storage space. Attach matching labels to the front and back of each box so that, no matter which way you slide it onto a shelf, you and your students can see what's inside.

Featured Products: Office Depot Brand Clear Plastic Storage Boxes (Office Depot item #773118)

Filing/Stacking Crates

Lightweight and portable, **Office Depot Filing Crates** or **OfficeMax File Crates** are great for organizing classroom supplies. Use them as collection bins for student workbooks or math journals or as storage bins for puzzles and games. The crates are a perfect fit for letter- and legal-size hanging file folders, allowing you to organize your teaching materials by subject or by day. Easy!

Featured Products: Office Depot Filing Crates (Office Depot item #430669 or #430723)



Decorative Masking Tape

Organizing by color is a great idea. Try using **Scotch Decorative Masking Tape** or **Chartpak Deco Bright Decorative Tape** to color-code supplies. Simply pair a color of tape and a category of classroom supplies. For example, to color-code the books in your class library, assign one color to fiction and another to nonfiction and then attach a short strip of tape to the spine of each book. Or to designate which items go on a particular shelf, attach a piece of tape to the shelf and a short strip of the same color to each item you want stored there. The possibilities are plentiful!

Featured Products: Scotch Decorative Masking Tape (Office Depot item #280366, various colors available)

You
Said It!

What area of your classroom presents the biggest organizational challenge?
39.5% of teachers surveyed admitted that their own desks were the major problem spots. (Is your face red?)

—Office Depot & OfficeMax 2014 Teacher School Supply Survey