



Finders Keepers

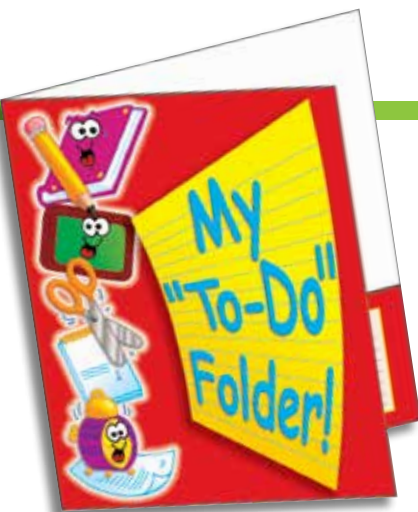
7 Simple Ways to Help Students Become More Organized

Helping students build their organizational skills has never been more important. Lost papers, cluttered desks, and graded papers that never make it home can make it harder for a student to be successful in school. With the simple suggestions that follow, you can help your students to not only get organized but to stay organized.



1 Desk drawers can be a student's best friend if he has a front-loading desk. Give each student two colorful Pacon® Classroom Keepers Drawers (Item #518930) in which to sort his desk's contents. Because the drawers slide easily in and out of desks, students won't need to dig in the backs of their desks for needed supplies. Plus the drawers can be taken out of a desk and transported to another work area in the classroom when needed.

2 Changing classes can be an organizational nightmare for disorganized students. Here's a simple tip that will help these students bring the right supplies to your class. When a new class enters your room, call out "Four corners!" Then have each student place his subject folder or notebook on the top left corner of his desk, his textbook on the top right corner, his pencil on the bottom right, and his homework on the bottom left. In just a few short weeks, students will automatically remember this four-corners reminder and bring their materials to class.

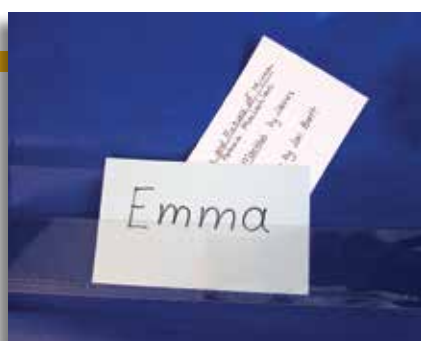


3 Call it the homework panic—that moment when a student is rummaging through her desk desperately trying to find her homework at the end of the day. Eliminating this pesky problem is a cinch! Simply buy an inexpensive pocket folder for each student and write "To-Do Folder" and her name on the front. Save even more time by giving each student a Scholastic 2-Pocket "My 'To-Do' Folder!" (Item #665895) or an Office Depot® Brand Poly String Envelope (Item #438141). Instruct students to leave their to-do folders on their desks during the day. If an assignment isn't finished, the student places it in her folder. At the end of the day, she simply opens her folder to see if she has homework. If she does, it's right there on her desk, ready to take home!



4 Help students keep tabs on their belongings

using colorful stickers. Assign each child a number and give her a sheet of self-adhesive labels, such as Avery® Removable Round Color-Coding Labels (Item #191304). Have the student stick one label on her desktag and use a marker to label it with her number. Then have her write her number on the remaining labels and affix them to her personal supplies. Now returning any misplaced items to their owners is easy!



5 To help students keep track of books

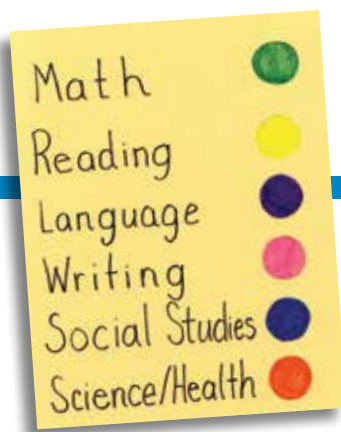
they check out from your class library, write each student's name on a colorful 4" x 6" index card and place it horizontally in a pocket chart, such as the Carson-Dellosa Original Blue Pocket Chart (Item #164712) from Office Depot®. Place a white 3" x 5" index card vertically behind each name card. When a student takes a book from the class library, he writes the title on his white index card and tucks it behind his name card. When he returns the book, he checks it off on the white card and adds his new book's title. Not only can you keep track of who has a particular book, but you'll also have a record of what students are reading.

6 Find a place for everything

and keep everything in its place with this tip! Have each child purchase a pocket expanding file, such as the C-Line® 7-Pocket Expanding File (Item #229425) from Office Depot®. Print a class supply of labels, such as those shown, for students to affix to their files' tabs, making sure that everyone places their labels in the same order. Have students take the files home at night and keep them on their desks during the day.

Possible Labels

- Assignment Book
- Homework
- Take-Home Papers
- Language Arts
- Math
- Science/Health
- Social Studies



7 Organizing class handouts

can challenge any disorganized student! At the start of the year, display a poster like the one shown. Then, throughout the year, copy all handouts on colored paper that coordinates with the poster's color code. Try Xerox® Multipurpose Color Paper (Item #345637), which comes in a variety of colors. When a student gets a handout, he'll know exactly which folder or notebook to file it in.