

ORGANIZATION TIPS FOR MIDDLE SCHOOL

Notebooks / Binders

- Color-code notebooks and binders (blue for math, green for science, etc.)
- Use zippered notebooks if necessary to keep papers contained
- Every paper has a “home”...there should never be any loose papers floating around
 - Three-hole punched and in the appropriate section
 - In a pocket of the binder
 - In the trash
- Use a pocket folder (three-hole punched and attached at the front of each binder) for homework and agenda

Locker

- Use your backpack as a “locker within a locker”
 - All materials are kept within the backpack inside the locker (instead of on shelves)
 - When you return to your locker after a class, put those materials in the **backpack** and grab your stuff for the next class (and so on throughout the day)
 - At the end of the day, all you have to do is grab your backpack (taking everything home every night ensures you are NEVER without the materials you need for homework)

Backpack

- Use a 2 backpack system if necessary (“A” day and “B” day backpacks)
- Make sure backpack is packed before bed each night
- After finishing every homework task, put those materials directly into the backpack for the next day
- Every evening before you start your homework, make sure ALL loose papers and materials are organized (see above for guidelines)

Agenda

- Paper agenda systems are better for kids this age than electronic organizational systems
- Keeping track of assignments in an agenda is a **habit** that needs drill and practice
- **Write something for every class, every day** (either you write the homework that is assigned, or you write “none”)
- Keep the agenda inside pockets in binders if necessary