

Organization

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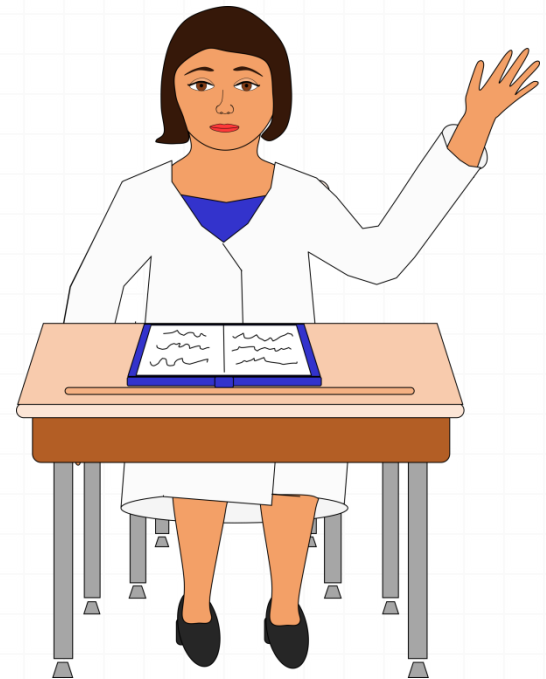
Organization in your Backpack

- o Buy quality supplies that will not fall apart.
- o Keep a pencil pouch with you at all times.
- o Keep a binder with you. (2-3 inch)
- o Clean your binder and backpack weekly.
- o Use notebook dividers to separate different subjects.



Organization in Your Desk

- Throw any stray pieces of paper away.
- Make sure your binder has its rings toward the left of the inside of your desk.
- Do not use your desk as a trash can.
- Do not keep food in your desk.



Organization at Home

- o Have a snack before starting homework.
- o Find a workspace to use daily.
- o Your workspace should be free of distractions.
- o Check Edmodo daily
- o Check other online resources regularly.
- o Charge your laptop every night.
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Organization for your laptop

- Use your online resources (Office 365) to save files.
- Create folders for each class.
- Create a system for storing passwords (hard copy in lanyard or a pocket of your backpack).
- Be sure to use the shut down option from the start menu.



Follow these tips for a successful year at NBMS!

