

## Locker and Life Organization

1. Put all books and notebooks on end with the title showing.
2. Never put a loose paper in your locker.
3. Tape your schedule on the door to remind you which books to take each locker break.
4. Hang your bookbag and coat on hooks in the back.
5. Color-coding books and notebooks can be helpful.
6. Keep a sticky pad on your locker door for reminders.
7. Pack up your bookbag the night before, and put it near the door, to avoid forgetting things in the morning rush.

Consider using a  
**HOMEWORK FOLDER**  
to transport papers  
between home and school.

- Carry the folder inside your agenda at all times.
- Label one pocket “to do” and the other “finished”.
- Transfer papers from one pocket to the other, as you finish them during your homework time.
- Any other papers needing to go home can be put in the folder as well.
- When it’s time to turn in homework, take it from the “finished” pocket. You will never misplace another paper.
- Graded papers that are returned, should be placed in the folder for that class. The Homework Folder is only to transport not to store.