**Setting them up for Success: Organization Tips For Middle School Students**

There are many different ways to organize anything. Everyone organizes in his or her own way. Our students have to decide which way of organizing is easiest and best for them! Over the next few weeks, Mrs. Greathouse, our school counselor, will be visiting the 6th grade Advisory classes to review the following Organization Tips.

* Organizing Backpack
* Remembering EVERYTHING!
* Keeping up with supplies
* Ideas for Home
* General Tips

To support your student, over the next few weeks, ask them what they’ve learned about organization and how you might help them with it at home. This may include additional supplies they had not thought of using before.

**Organizing Backpack**

* Color-code notebooks and book covers by subject area.
* Keep the color-coding for the subjects the same every year. It is easier to remember which subject is which color, and it saves money and the environment because you might be able to reuse items.
* Get covers that are diverse in design or color so that you eliminate grabbing the wrong book or folder by mistake.
* Have a special folder or place for homework and for notes to parents. Carry this folder to all classes and home every day.
* As you finish a class, put the books, papers, and homework assignments you need at home in your backpack. That way at the end of the day, you are already packed to go home.
* Have a separate project folder to keep all your project information and papers together in one place.
* Check each morning to be sure that you have pencils, pens, paper, and other class supplies to take to your classes.
* Always keep extra pencils and pens in your locker.
* Keep all papers neatly in folders so they don’t get crinkled.
* Use a zippered binder or accordion file to carry materials to classes so that items do not fall out.
* Keep binders and folders organized. Periodically, such as after a unit of study or a quarter, take home your folders and clean them out. So that you are not overwhelmed, take home a different folder every day until you have cleaned them all out.
* Anything you don’t need at school, take home immediately.
* Take home anything that you are not using; such as papers, jackets, or note cards.

**Remembering EVERYTHING**

* Have a special place for your agenda and carry it to every class and bring it home every day
* Write assignments in your agenda as soon as you get them. Write the assignment on the day that it is due! Look ahead in your agenda to see what assignments are coming up. If it is a big project, then break it down into parts and make your own due dates for each part.
* At the end of every day, read your agenda before you leave Advisory to be sure what you need to study or complete homework
* Keep phone numbers of two people in each class so you can call them to get information about homework assignments
* Visit your teachers’ websites to check homework assignments.

**Keeping up with Supplies**

* Some people recommend getting a binder with folders for each class. Others prefer an accordion file.
* Some recommend a simple, light backpack that is easy to store, easy to carry, and distributes the weight on both shoulders.
* Purchase a holder for pencils, colored pencils, glue sticks, and other small necessary items. You might buy a magnetic holder to put on the inside of the locker door or on the top shelf or a pencil bag with holes to put in your binder.
* Need help remembering important dates or events? Get a magnetic note pad or dry erase board to hang inside your locker door where you can write reminders.
* Use plastic folders instead of paper folders because they are more durable and last longer.

**Ideas for Home**

* Put your name on EVERYTHING including jackets, books, and eyeglass cases.
* Have a special place at home for your school items.
* Have a special place and time to do homework.
* Every day, read the text that covers what the teacher went over that day.
* Put a list of what you need every day in a special place at home where you will see it. Check the list at night so you are packed to go to school the next day.
* Have a box at home to put your papers in when you clean out your folders, binder, and/or locker.
* Pack your backpack in the evening so it is ready to go the next day.
* Put your backpack in a special place so you don’t forget it. Put it by the door where you will see it on your way out.

**General Tips**

* Plan to organize.
* Have a special place for everything and always put your things away. Always keep things in the same place so you know where to look for them and where to store them.
* Follow the same routine every day.
* If organizing, cleaning, doing a project, etc. seems overwhelming, break it down into smaller parts.
* Relax, don’t rush between classes or run in the hallways; you are allotted adequate time between classes.