

ORGANIZATION

CLASH

To help me remember to bring things to class.

Check your calendar or planner to see what classes you have the next day.

- Check your calendar or planner to see what classes you have the next day. If you're on block scheduling, remember to check which type of classes you will have the next day.
- Check your planner for any assignments or tests for the next day.
- Check your notebook for each subject to see what materials you need to bring home.

List the items you need for the next day the night before.

- On a piece of paper, list all of the things you need for your classes the next day.
- Make sure you remember to bring any special forms that have to be signed by your parents.

Always gather the materials from your list and put them in your bookbag.

- Gather everything that you need the night before and put the things in your bookbag.
- Don't wait till the morning because you may be rushed and forget to check.

Set your bookbag by the door so you won't forget it.

- Put your bookbag right by the door so that you can't miss it when you walk out the next morning.

Have a list in your locker of what materials you need before each class and look at this list before each class.

- At the beginning of the school day, write a list on a post-it of what you will need for each class and stick it on the inside of your locker. If you have a dry erase board on your locker, use that. Use this method only if you go to your locker between each of your classes.
- As you take the materials for each class, pull off the post-it or erase the item from the dry-erase board.