



How to...



DID YOU KNOW?

People spend an average of 60 hours a year looking for things they can't find.

Organize yourself for school

Start the year strong whether classes are happening in person, online, or both.

Being organized for school can help you manage your assignments on time and in a less stressful way. This year, with the coronavirus temporarily changing school schedules, being organized can make you feel more in control of your days. Here are four steps you can take.

Check your list

Make a list of any supplies you would like to have for school, plus any items a teacher has asked you to get. This list may look a little different than last year's. You may be required to wear a mask at school to help keep the coronavirus from spreading. You may want to have hand sanitizer and antibacterial wipes handy in your backpack to keep your hands and surfaces clean. After you gather what you have at home in one place, ask your family for help getting whatever you still need from your list.

Also, be sure to talk to a parent about any forms you need filled out or signed before you go back. This could include health or allergy forms that need to be sent to your doctor or sports or activity permission slips a parent needs to sign.

Set up your space

Whether you're learning at home full-time or part-time, having a dedicated spot to do homework and attend video calls is a good idea. First, think about your

learning style. Do you like company while you are working? If so, your kitchen table could be a good spot. If you prefer quiet, consider your bedroom. Keep the supplies you need at your chosen workspace. To ensure your surface stays free from distracting clutter, you can organize supplies on a small tray, stack them neatly, or use a desktop organizer that you buy from an office supply store. If you'll be on video calls for school, also consider adding a stand or stack of books to put your laptop on so you don't have to slouch to see the screen.



A calm and quiet space

Use a planner

A planner gives you a place to collect important reminders like due dates, appointments, and schedules. Seeing your day, week, and tasks at a glance also helps make sure you know what is expected of you and you don't forget anything. You can use a big paper wall calendar, a notebook planner, or an electronic version like iCal or the Apple Reminders app. (The best one? The one that works for you!)

Sort by subject

The best way to keep notes and papers organized is to group them by subject in a binder or folder. Do the same on your computer by using an electronic folder for each subject. When it's time to prep for a test or big project, you'll know exactly where to look for what you need.

Decorate your school supplies

Try these three creative ways to personalize your gear.

Marbleize your pencils

Wrap each pencil's eraser and silver part with masking tape so you don't get paint on them. Then add several squirts of two to three colors of paint on a paper plate in an abstract design. Gently roll your pencil in the paint, turning it until the whole pencil is covered in a thin layer of paint. Let dry.



Stripe your notebooks

Gather a few rolls of Washi tape. Starting from the top of the notebook, line a piece of tape along the full length of the edge. Cut the tape a little past the end of the notebook, then fold it so it sticks inside the cover. Switch to a different color tape. Repeat until the whole notebook is complete.



Protect your books

Roll out a piece of craft paper that's a little larger than needed to cover your book. Dip a brush in paint, then flick the color onto the paper for a splattered look. (Do it outside.) Repeat with more colors until you love your design. Let dry, then use it to cover your book.