

Get Organized!

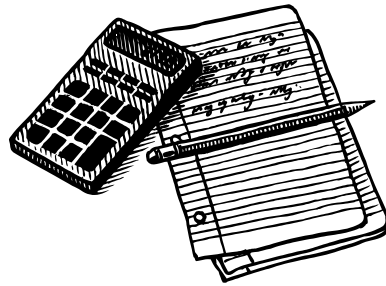
Being organized means having time for schoolwork and for fun.

Start the year right by getting organized and developing good time management skills.

Set up a homework area.

Make sure it's quiet and has good lighting. Keep it supplied with everything you need such as:

- ◆ Dictionary/Thesaurus
- ◆ Pens and pencils
- ◆ Calculator
- ◆ Ruler



Notebook/Planner Checklist

- 3-ring binder
- Plastic pouch
- Lined paper
- Pocket dividers
- Pencil/pens
- Newell Barney Junior High School Planner

Keep your notebook neat.

This will help you find what you need quickly. Get things ready the night before. Put your notebook in the same place each night. Getting your clothes and supplies ready the night before is a big time-saver.

Remember your student I.D. each day.

Your student I.D. is required for bus transportation and checking out library books.

Learn how to schedule your time.

Use your planner to keep track of daily assignments and activities. Be sure to schedule time for:

- ◆ Homework assignments
- ◆ Special dates
- ◆ Vacations
- ◆ Assemblies
- ◆ After school activities
- ◆ Other special events



Highlight important dates when assignments are due.

Getting organized is the first step toward success.