

Organize Your Space

Step-by-Step Guide

personal space (bedroom)	study space	bookbag	locker
Remove <ol style="list-style-type: none"> 1. Gather four large boxes or bins. Label: <ul style="list-style-type: none"> ▪ Trash ▪ Give away ▪ Somewhere else ▪ Not sure 2. Do a “two-minute sweep” for trash. 3. Do a “two-minute sweep” for clothes; sort. 4. Start at left of doorway, work your way around the room, in small sections. 	Remove <ol style="list-style-type: none"> 1. Remove everything from your study space, then add only what you want to display/use in your space. 2. Re-home, throw away, or give away items you did not put back in your study space. 	Remove <ol style="list-style-type: none"> 1. Empty the bag. 2. Throw away all trash. 	Remove <ol style="list-style-type: none"> 1. Empty the locker. 2. Throw away all trash.
Group/Categorize Group like items together, for example: <ul style="list-style-type: none"> • Clothes • Shoes • Bedding • School supplies/papers • Computer, mouse, etc. • Other electronic accessories • Stuffed animals • Trophies/awards • Oversized items Not sure about something? Place it the “Not Sure” box.	Group/Categorize Group like items according to function. For example: <ul style="list-style-type: none"> • Computer • Charging station • Pens/pencils; etc. 	Group/Categorize Group items together: <ul style="list-style-type: none"> • papers + binder • pens/pencils • books 	Group/Categorize Group books according to your schedule: <ul style="list-style-type: none"> • “morning” books • “afternoon” books
Arrange Find a place for each group/category: <ul style="list-style-type: none"> • Keep “most used” items most accessible. • Revisit “Not Sure” box to put more away. • Create a permanent home for the “Not Sure” category. 	Arrange Find a place for the items you need in this space: <ol style="list-style-type: none"> 1. Keep items accessible. 2. Make the space aesthetic and comfortable with organizational accessories, décor, lighting, etc. 	Arrange <ol style="list-style-type: none"> 1. Organize papers in your binder. 2. Place pens/pencils in a case or pocket of your bag. 3. Place remaining items in bag. 	Arrange Place books by category. For example: <ul style="list-style-type: none"> • “Morning” books stacked on spine • “Afternoon” books lying flat
Maintain “Take Two!” Every evening, take two minutes to tidy your space. Beware of trash; it is the #1 enemy of organization!	Maintain “Take Two!” Just before you start homework every day, take two minutes to tidy your study space.	Maintain “Take Two!” As you start your daily homework, take two minutes to clean out trash and file papers in your binder.	Maintain “Take Two!” Before you go home each day, take two minutes to clean out trash from your locker.