

How to ORGANIZE Anything

- **Step 1:** Get rid of the things you don't need.
(*extra papers, documents, trash, distractions*)



- **Step 2:** Create a specific home for each item. (*ex. a digital or physical folder for math papers, an area of your cubby for books*)



- **Step 3:** Label where each item should go to help you remember.



- **Step 4:** Take or draw a picture of what your space should look like when it's perfect and post that by the space.



- **Step 5:** Pick a specific time each day or week to clean up the area. (*ex. every Sunday night, I will clean out my backpack*)

