

Materials Management

Ask Yourself

1

Do you have an "A" day and "B" day binder?

NO

Purchase or acquire a binder (ask family, school staff, etc.)

YES

2

Are your binders organized by subject, with separate sections?

NO

Complete the "[Binder Organization](#)" tutorial

YES

3

When you are given or complete an assignment, do you immediately file it in your binder in the appropriate place?

NO

Find a partner and practice the "[Binder Organization Challenge](#)"

YES

4

Do you have a backpack (or shoulder bag, etc.)?

NO

Purchase or acquire a backpack (ask family, school staff, etc.) and/or get pencil holders, etc. for your binder

YES

5

Do you have set, organized places for different types of materials in your backpack (binders, books, papers, pencils, etc.)?

NO

Complete the "[Backpack Organization](#)" tutorial

YES

6

If your teacher asked you to take out a class assignment from last week or a pencil or blank sheet of paper - could you get it out and onto your desk within one minute, every time?

NO

Find a partner to practice the "[Materials Management Challenge](#)"

YES

7

When you get home after school, do you put your things away in a clean, organized location?

NO

Complete the "[Personal Space Organization](#)" tutorial

YES

8

Move on to [Time Management](#)