

# How to Organize Your Backpack

<http://www.wikihow.com/Organize-Your-Backpack>

Is your backpack really heavy? Do you have trouble finding things in your backpack? Can't find your homework? Can't find that permission slip? If you said *yes*, then you have to start reading this.



## 1. Completely empty out your backpack.

- a. Go through all the pockets and pile all of your items in a space big enough that you can see what you are working with.
- b. Go through your binder and pull out any loose papers. This includes every scrap, book, and paper that needs to be dumped. Even your cell phone, wallet, and keys should be in the pile on the floor.

## 2. Inspect the inside of your backpack.

- a. Clean your bag if it's dirty or full of crumbs and rubbish. If your bag isn't dirty enough to be washed, simply shake out any crumbs, shavings, etc. over a large trashcan

## 3. Organize the objects in your backpack and binder.

- a. Put all the papers, packets, worksheets, etc into separate piles - one pile for each subject or period.
- b. Any extra things (ex: pencils, a cell phone, or a wallet) should go in a pile labeled other.
- c. Do not throw anything away yet!!!

## 4. Label your folders.

- a. Put your name, the subject, your teacher, and the period you have that teacher on the front of each folder.
- b. Use different colored folders or dividers- one for each different subject you have. The different colors can help you color-code.

When you buy things like highlighters or pens, they too should be in different colors.

**5. Organize and sort your papers.**

- a. Go through each pile of papers separately.
- b. Recycle any old assignment papers or guidelines (check with your teacher if you throw anything out because you might need it later!)
- c. Don't throw out graded papers or worksheets- these can be very helpful when studying for a test!!
- d. Put any papers you must keep but are unneeded to the side. Put any papers you will be using that week in another pile next to the unneeded pile of papers. Make sure to keep each period/subjects' pile(s) separate from other ones.
- e. Sort your papers by date of what you received first. It is a helpful habit to get into if you always put the date on a paper as soon as you receive it!!
- f. Use a 3-hole punch to make holes in all of your papers.

**6. Put your dividers/folders in your binder.**

- a. Place them in the binder in the order of your course schedule (if you have math first period, put math in your binder first.)

**7. Place your agenda book in your binder.**

- a. If you have an agenda, put that in the binder, on top of all the subjects.
- b. All of your pencils, highlighters, pens, and pencil sharpeners should go in your pencil bag. Place your pencil bag on top of your agenda in your binder.

Keep your backpack organized by having a small organizing session each day. Every month do a major back pack cleaning. Getting in good organization habits now will help you as you transition into high school and become an adult!

