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# Study Space Organization
## Set yourself up for success

- Workspace – a desk or table wide enough to accommodate a notebook, textbook, and notebook paper

- Area lighting – desk and room

- Bulletin Board – large enough to post important papers, a calendar, memos and reminders

- Calendar (large enough to keep track of projects, quizzes and test due dates) paper or dry erase

- Agenda or Planner - Some students prefer a digital planner, like Wunderlist or The Homework App

- Trash can

- Pens, sharpened pencils, markers, highlighters, and a pencil sharpener

- Scissors

- 3-hole punch – desktop

- Post-it notes

- Durable Tabs (Post-it) Great to use as label dividers

- Index cards (3x5 and 4x6) and a small box to keep them filed (a small shoe box works)

- Stapler

- Notebooks with inside pockets - preferably 1" binders or 1.5" (Keep a few extras on hand)

- IMPORTANT: Double sided pocket plastic dividers with tabs

- White board, eraser, and **ultra-fine** point dry erase markers

- Computer, printer, paper and ink. IMPORTANT: Make sure the printer works

- File drawer or portable file box with 6+ hanging files and file folders (colors help with organization). An expanding file folder works, too. Be sure to label the tabs.

- Shelves for textbooks, notebooks, novels, reference books. Place it close to your workspace.