



It Goes Here!

Simple Storage Solutions for Busy Teachers

Having an organized classroom throughout the year isn't an option for today's busy teacher; it's an absolute necessity! Juggling so many different responsibilities—including planning, instruction, assessment, classroom management, and parent communication—requires a bag of tricks that's full of simple storage solutions. For minimizing clutter and maximizing space, these tips really deliver!

Use a 12-pocket accordion folder, such as a Smead® TUFF® 12-Pocket Expanding File (Item #211219), to **store monthly calendar pieces**. Label the pockets for the months of the year; then store your calendar pieces inside the pockets. No more hunting down calendar pieces at the beginning of each month!



If you spend time looking through envelopes or plastic bags trying to find the **word card sets** you need, try this! Hole-punch the cards; then thread each card set onto an Office Depot® Brand Loose-Leaf Ring (Item #937624). Adhere 3M™ Command™ Utility Hooks (Item #215121) to the side of your file cabinet and suspend the sets in clear view.



Keep **art supplies, math manipulatives, and puzzles** neat and organized with clear and stackable plastic containers, such as Office Depot® Brand Plastic Storage Boxes (Item #773118). When storing a puzzle, cut pictures of the puzzle from the top and side of the puzzle box lid. Tape the smaller cutout to one end of the storage box; then store the puzzle pieces and larger cutout inside.



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To neatly store **posters, anchor charts, and maps**, roll them up and insert them into a clean cylinder-shaped container that has both ends removed. Cardboard wrapping paper tubes work great too!



Save time and space with **monthly storage boxes**. For each month of your school year, label the outside of an Office Depot® Brand Stackable File Tote Box (Item #656368) with the month's name; then store your seasonal books, games, decorations, and centers inside the appropriate box. All your monthly materials will be right at your fingertips!



To keep **bulletin board borders** in tip-top condition, cut a piece from one end of a border length and tape it onto the outside of a clean, empty frosting container. Stack the border lengths and carefully roll them up. Then tuck the roll inside the container and snap on the lid for space-saving storage.



Organize **each day's teaching materials** with the help of Pacon® 70% Recycled Corrugated Magazine Holders (Item #239883). Label a separate holder for each weekday. Then place handouts, worksheets, and other important materials for each day's lessons in the appropriate box. When you know you're going to be absent from school, make it easy for your substitute by leaving the correct day's holder on top of your desk.



Label a box lid or cardboard drawer, such as a Pacon® Classroom Keepers Drawer (Item #518930), "Lost" and another drawer "Found." Place **nameless student papers** in the "Lost" drawer, and tell students they are responsible for checking this drawer periodically for their work. When a student finds one of his papers in the "Lost" drawer, he writes his name on the paper and places it in the "Found" drawer where you can retrieve it later for grading.

