

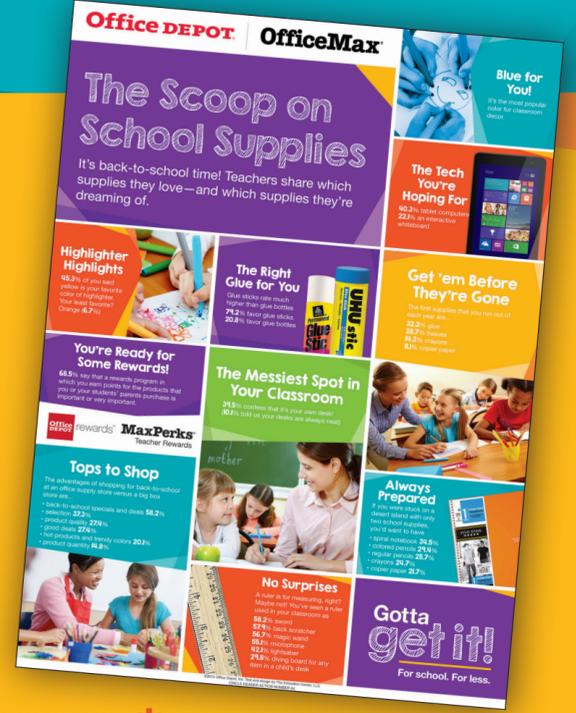
What would you do with a \$500 gift card from Office Depot or OfficeMax?

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Teachers Are the Experts on School Supplies!

- What colors are hot for classroom decor?
- Which is tops: glue sticks or glue bottles?
- What's the messiest spot in your classroom? (You might be surprised!) Tear out this poster to find out!



Then visit TheMailbox.com/teacherrewards for a chance to WIN a \$500 GIFT CARD to Office Depot or OfficeMax or one of six \$100 gift cards.

Plus look inside for timesaving tips especially for back-to-school!

Gotta get it!

For school. For less.

Want to make sure notes to parents get noticed? Copy them on Neenah Astrobrights Bright Color Paper. They'll be easy to spot, even in the messiest backpack!

Get back-to-school tips on these hot topics:

- **First Day of School:** Make It Memorable!
- **Parent Communication:** Top Tips
- **Simplifying Classroom Technology**
- **Organizing Paperwork:** Keep It Simple
- **Creating a Positive Environment for Learning**
- **Smart Time Management**
- **Bursting at the Seams?** Organize Your Classroom Supplies

Plus sign up for teacher-only discounts, teacher appreciation events, and special offers!

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CIRCLE READER ACTION NUMBER 64.

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you said it!
 What song would be a good theme for your classroom?
 Nearly 31% of teachers chose "We Are Family," followed by 21% selecting "Happy," and 20.8% selecting "Welcome to the Jungle."
 —Office Depot & OfficeMax 2014 Teacher School Supply Survey

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you said it!
 Feeling overwhelmed by email?
 22.5% of teachers reported getting up to 100 school-related emails per week, and 8% reported getting more than 100!
 —Office Depot & OfficeMax 2014 Teacher School Supply Survey

Smead Color Hanging Folders or OfficeMax Color Hanging Folders
 Organizing and simplifying are key elements of time management, and this approach to daily planning capitalizes on both. Grab an Office Depot Filing/Stacking Crate and a pack of Smead Color Hanging Folders or OfficeMax Color Hanging Folders. Label a different color of hanging folder for each school day and sequence the folders inside the crate. Store the teaching materials you plan to use for the day in each day's folder. Didn't get to everything? At the end of each day, remove any remaining supplies and transfer them to another folder. Refill the folders as you plan lessons for the following week. Having all your teaching supplies for the day in one location will be a tremendous timesaver—and it will be greatly appreciated by substitute teachers when the need arises!

Office Depot Item #959429, OfficeMax Color Hanging Folders (OfficeMax Item #20214388)
OfficeMax File Crate (OfficeMax Item #21894032 or #21894023), Smead Color Hanging Folders (Office Depot Item #430689 or #430723), Office Depot Item #959429, OfficeMax Color Hanging Folders (OfficeMax Item #20214388)



Featured Products: Post-it Flags (Office Depot Item #263933, OfficeMax Item #23324911)

Post-it Flags
 This year, avoid copying the same standards over and over in your plan book. Instead, write the teaching standards you plan to cover in a single week on individual Post-it Flags. Use the notes to flag the corresponding activities in your plan book, moving and reusing the markers as needed. The following week, carry over the page markers you can reuse and label new ones as needed. Just think of the time you'll save!



Post-it Super Sticky Notes
 Make the best use of your time by sticking with high-priority tasks. Write your to-do tasks on individual Post-it Super Sticky Notes and organize the notes inside a file folder. Place high-priority tasks on the left half of the folder and lower priorities on the right. When a high-priority task is complete, throw away or recycle the sticky note. Move tasks from the right half of the folder to the left as the priority increases. Your time will be well spent, and you'll feel a sense of accomplishment!

Featured Products: Post-it Super Sticky Notes (Office Depot Item #121106, OfficeMax Item #24246031)

Top-Loading Plastic Page Protectors
 A good-work bulletin board is a perfect way to showcase students' learning, and this display earns an A+ because it is managed by Office Depot Brand Top-Loading Sheet Protectors or OfficeMax Heavyweight Sheet Protectors. A student selects a sample of her best work and slips it into a plastic page protector for others to see. Encourage students to update their work samples each week.

Featured Products: Office Depot Brand Top-Loading Sheet Protectors (Office Depot Item #498811), OfficeMax Heavyweight Sheet Protectors (OfficeMax Item #20051765)

Watercolor Markers, Scented Assorted Colors
 If you and your students have been making anchor charts on bulletin board paper, it's time to invest in a Self-Stick Easel Pad. It takes less than a minute to remove a sheet from the Stick Easel Pad, and press it onto your whiteboard, bulletin board, or wall, making your transition into chart-making mode seamless. Better yet, the paper stays put while information is being added, and another benefit? You can keep more anchor charts readily available to students. The self-stick top makes it easy to stack charts one on top of the other, which means that you or your students can flip to a recent chart quickly. That's a lot of visible learning within your students' reach!

Featured Products: Self-Stick Easel Pad (Office Depot Item #434238, OfficeMax Item #21068513)



Use these tips to keep your students' learning visible in the classroom—a key factor in creating a positive learning environment!

Creating a Positive Learning Environment

Make every minute of your school day count! Use these practical time-management strategies to help you find more minutes in a school day!

Managing My Time