



# 3 Simple Tips

*That Are Just Your Style*

## Mega Matcher

A leftover cardboard box as makeshift file storage? Not in your classroom. You can't resist the lure of a set of matching desk supplies. And border and storage bins with the same cute pattern as those? Yes, please! Keep on making organization look good with these quick tips.



### Put a Label on It

Keep order in the classroom library—without cramping your style—with a handheld label maker, such as the Brother P-Touch (#467420). Label individual books in your collection by author, topic, genre, or reading level. Then put matching labels on the shelves, bins, or baskets where that set of books is located. It's easy for students to find what they need and return the books to the right spot when they're done.



### Pretty Paperwork

When you have super stylish file folders, there's no need to hide them away in a drawer! To stay on top of paperwork, label decorative folders for different types of papers, such as permission slips and notes from staff meetings. Keep the folders on your desk for easy access. See Jane Work Letter-Size File Folders in Pink Print (#247498) are attractive as well as functional. Other items with the same pattern—including writing pads, letter trays, pencil cups, and more—are available too.



### X-cellent Space-Saving Storage

Add a splash of color to reading and writing instruction. When you're working with a small group, have students use highlighters to color-code the introduction, main idea, details, and conclusion in a piece of writing. When it's time to put the highlighters away, have students put a different color in each compartment of a Deflect-O Stackable Cube Organizer With an X-Divider (#326367). Since the highlighters are sorted and easy to access, no time is wasted looking for the right color!