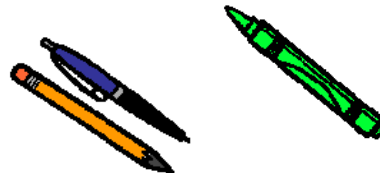


Example of Organized Desk Visual

Your desk is organized when. . .

1) Your pencils, crayons, and pens are in your pencil box.



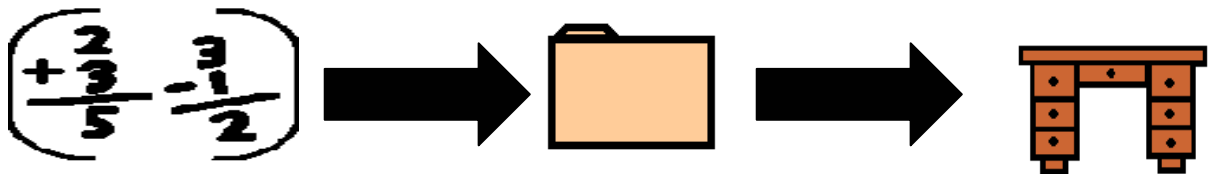
2) All scraps of paper are thrown away.



3) All already graded papers are in your take home folder



4) All unfinished assignments are in the folder for the right subject in your desk.



5) All other supplies (scissors, glue, ruler) are in your tote tray in your desk.

