

How can we make sure we stay organised
and have the right books and equipment
for every lesson?



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Top tips for keeping organised!



1. Keep a list of all the books and equipment you need for each lesson.
2. Colour code your books for each subject. For example, cover all history books with green paper, all maths books with blue paper and so on. Then you'll know exactly which books are which when you're in a hurry.
3. Pack your bag the night before so you have plenty of time to find things you might have lost.
4. Keep all books and equipment together in a safe place when you are not using them.
5. Carry around your homework diary or a notebook all the time. If the teacher says something that you need to remember, you can write it down so you don't forget.