



HELPFUL HINTS - HOW TO SET-UP YOUR LOCKER

#1 - ORGANIZE YOUR SPACE

As you prepare your locker for the school year, you should organize your space. You may want to create at least two separate compartments by adding a sturdy locker shelf. (These can be bought on Amazon or at Wal-Mart, Meijer's or Target.)

- Use the top shelf for lightweight items like notebooks and small binders.
- Store large, heavy textbooks at the bottom.
- The inside door is an ideal spot for a magnetic organizer filled with pens, pencils, and other supplies. Plus, thanks to peel-and-stick magnetic sheets, you can attach just about anything to the inside of your locker for easy access.



#2 - ORGANIZE YOUR MATERIALS

When you only have a few minutes between classes, every second counts. Organize your locker according to your class schedule so that you can always grab and go. Label or color code your binders to avoid accidentally bringing Spanish homework to history class. Store books upright with spines facing out so that you can slip them out of your locker quickly. Once you've gathered all the items you need, stroll to class with time to spare.



#3 - USE A DRY ERASE BOARD

Teachers often make important announcements about upcoming test dates or assignments right before the bell rings at the end of class.

- Instead of scribbling down the information on an easy-to-lose piece of scrap paper, make a note on your dry erase board between classes. At the end of the day, copy the notes into a planner or to-do list.
- You can also jot down due dates, reminders to bring home particular textbooks, and anything else you don't want to forget. Think of the dry erase board as a safety net. If you use it, it will catch important details for you, even when they fall out of your brain.



#3 - DON'T FORGET TO CLEAN IT OUT!

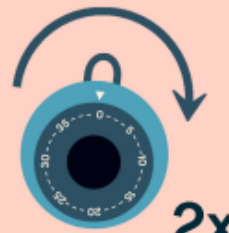
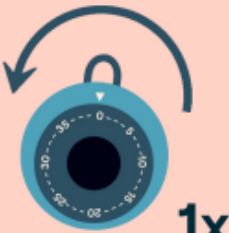
Even the most organized space eventually needs cleaning. Your pristine locker might become a disaster zone during busy times of year, like exam week. Plan to spruce it up once every one to two months. Fix or discard broken items, reorganize your books and binders, wipe out any crumbs, sort through your loose papers, and replenish your school supply stash.



#4 - IF YOU HAVE A COMBINATION LOCK - PRACTICE!

If you've never had a combination lock, practice. This will make you feel better and more confident. You should also keep your combination in a safe and accessible place such as your planner, where you can consult it if you forget the #s to use.

Below is a help guide to using a combination lock:

The combination for your lock	→	_____	Combination lock
1st number in your combination	→		<p>1. Turn the dial 2 full turns to the right, so you pass "0" twice.</p> <p>Stop when _____ lines up with the triangle at the top of the lock.</p> 
2nd number in your combination	→		<p>2. Turn the dial 1 full turn to the left past the first number in your combination.</p> <p>Stop when _____ lines up with the triangle.</p> 
3rd number in your combination	→		<p>3. Turn the dial to the right.</p> <p>Stop when _____ lines up with the triangle. Pull down to open the lock.</p> 