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Managing My Time

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

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)



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!

Featured Products: Post-it Flags (Office Depot item #265333)

Smead Color Hanging Folders or OfficeMax Color Hanging Folders Filing/Stacking Crate

Organizing and simplifying are key elements of time management, and this approach to daily planning capitalizes on both. Grab an **Office Depot Filing Crate** or **OfficeMax File 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!

Featured Products: Office Depot Filing Crate (item #430669 or #430723), Smead Color Hanging Folders (item #959429)



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