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## Organizing Paperwork: Keep It Simple!

Student papers, notes from home, permission slips, forms to fill out—there doesn't seem to be an end to a teacher's paperwork. Check out these suggestions for bringing order to school-related papers.



### Expanding File Case

To keep a handle on daily paperwork, file papers you can't immediately take care of inside an **Expanding File Case**. Label one file pocket for each subject you teach, and use these for papers that need to be graded. Then label another pocket "To Read" and one "To Be Filled Out." Also leave a few pockets open to use in transferring completed paperwork. The file case keeps your desk free from multiple paper stacks, and it's easy to grab on your way to a meeting or an appointment where you may get a few minutes to work. Need to take the paperwork home? Grab your expanding file case and you'll be all set!

**Featured Products:** Expanding File Case (Office Depot item #768445)

### View Binders Insertable Plastic Dividers with Pockets Sheet Protectors

Take control of handouts and notes from school meetings with a school reference binder. Customize the **Wilson-Jones Ultra View Binder** or **InPlace Heavy Duty View Binder** by decorating and labeling paper cut to fit the front cover and spine. Add lots of **Office Depot Brand Top-Loading Sheet Protectors** or **OfficeMax Heavyweight Sheet Protectors**.

**Featured Products:** Wilson-Jones Ultra View Binder (Office Depot item #544844), Office Depot Brand Top-Loading Sheet Protectors (Office Depot item #498811)



### Office Depot or OfficeMax Brand Poly String Envelopes, Letter Size

When you have specialized paperwork that needs a place all its own, reach for a **Office Depot or OfficeMax Brand Poly String Envelopes, Letter Size**. The envelopes are durable and secure, and their bright colors make them easy to find. The reusable envelopes are especially practical for storing returned forms and permission slips. Simply tape a class list to the back of the envelope and cross out names as paperwork is returned.

**Featured Products:** Office Depot Poly String Envelopes, Letter Size (Office Depot item #667770)



You  
Said It!

What's the best supply for keeping students organized?

58.6% of teachers said that colored pocket folders are the most helpful, followed by binders (23.2%) and planners (11.8%).

— Office Depot & OfficeMax 2014 Teacher School Supply Survey