

Office DEPOT®



Organized to learn

Great tools to start school

GREAT TOOLS TO START SCHOOL

ORGANIZED TO LEARN

Successful business people know that being organized saves time and helps ensure that everything is completed. Likewise, parents know from experience that orderly households reap the same benefit. But how do you help your child grasp the importance of good organization so assignments are finished on time, study time is maximized and he or she avoids leaving a trail of papers around the house?

“Teachers agree that a child’s lack of organization dramatically impacts homework, study skills and test scores,” said parenting expert Stacy DeBroff, who surveyed hundreds of teachers and parents for her recent book, “The Mom Book Goes to School: Insider Tips to Ensure Your Child Thrives in Elementary and Middle School.” “Many kids lag behind because basic self-management and organizational skills are lacking and you might see the child struggle with concepts like planning ahead, prioritizing responsibilities and managing time effectively.”

To get your child organized to learn, Office Depot has compiled a variety of suggestions and useful tips in this Organized to Learn brochure developed in conjunction with DeBroff. This guide suggests simple ideas to help parents during the stressful back to school time and outlines solutions for instilling the basics of good organizational skills in kids of all ages.



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GREAT TOOLS TO START SCHOOL

Early Elementary Student (Kindergarten - 2nd Grade)

According to educational experts, the early elementary years are when kids are taught how to organize their school belongings. Despite their best intentions, kids can still have trouble remembering to do the little things. That's where organizational skills learned and practiced at home come into play. "Your challenge as a parent is to give your child the organizational resources that will keep everything straight – from tests and notes to homework assignments and book reports," said DeBroff.

Tools For Organizing

"Instead of Mom and Dad, most parents should be called 'Lost and Found,'" claimed DeBroff. "That's because kids turn to their parents as the ultimate finders of everything from gym shoes to homework. But you both can enjoy a much greater sense of satisfaction and independence by creating simple organizational systems the whole family can use." For instance:

Use Visible Reminders for the Chronically Forgetful:

If your child forgets to bring items home from school or worse, often forgets to return what he or she has borrowed, look for a simple, wearable reminder system. The Mead wrist reminders are paper bracelets that children wear (and write-on) to remember to do anything from turning in permission slips to being home at a certain time.

Create a Central Homework Station: Help your early elementary school student prepare for school by creating a well-organized place to work in comfort. Think about having a desk that is sized to them, a dry-erase calendar, a big supply of pens, markers and pencils like the new Scholastic color pencils that are sized to their hands, good erasers and lots of light.



Tools for Organizing



► Tug Backpack



► Mead Wrist Reminders



► Mead Five Star Poly Folders



► Scholastic Color Pencils



► Scholastic Crayons

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GREAT TOOLS TO START SCHOOL

Early Elementary Student (Kindergarten - 2nd Grade)

Tools For Organizing

Create an Arts and Crafts Closet for Your Son or Daughter: Put magic markers in clear containers, like a plastic box; put crayons in a separate box, sticker books and stickers in a file and neatly stack assorted papers. Then finish up with a label maker, like the Brother P-Touch Handheld Labeling System, to create clearly marked labels for each box.

Create a Toy Bench: Does your child have countless little toys, blocks and sundry items that no longer have their original box and are always underfoot? Help them get organized by investing in some simple, stackable containers where like items can be stored together in an easy-to-get-to closet or on a shelf. For example, put action figures in one bin, train tracks in another, play kitchen accessories in a cooking box, etc.

Extra Credit: Rewarding Behavior

At this age, positive reinforcement is key in keeping kids motivated to complete their work. Collaborate with them to set goals for the year. For example, if your child finishes homework assignments on time for one week, put a star up on the board. After a certain number of stars, reward them with a small prize, such as extra time playing with friends, a new book, dinner out with Mom and Dad, etc.

5% BACK TO SCHOOLS PROGRAM
Another Tool for Success



Tools for Organizing



▶ Scholastic Washable Markers



▶ Foray Permanent Markers (for labeling)



▶ Dry Erase Board



▶ Foray Liquid Graphite Pencils



▶ Label Maker



▶ Office Depot Clear Plastic Storage Boxes

GREAT TOOLS TO START SCHOOL

Upper Elementary School Student (Grades 3 to 5 or 6)

"In the early elementary grades kids learn to read and in the upper elementary grades, kids read to learn," DeBroff said. Educators emphasize that planning and taking personal responsibility are two of the biggest challenges for kids in this age range. These suggestions will help get kids organized to learn:

Plan the Work and then Work the Plan

At this age, kids often run into trouble with big projects or long-term assignments and may be unsure how to finish projects or even the best way to start. Teach your child how to break assignments into manageable tasks and to plan ahead for upcoming activities.

Synchronize Calendars and To-Do Lists:

Each week, talk to your kid about key assignments and events. Then, write homework due dates for important projects on a family calendar in colors specific to each child. Create a weekly checklist together so your child can cross off each item or task as it is completed.

Brainstorm Needed Materials: With big projects for science fairs and art classes, your kid might need extra supplies to complete their projects successfully. Instead of running to your local Office Depot store the night before a school project is due, sit down with your child when the project is assigned and jot down a list of all the supplies you may need from poster board to markers. Then take one trip to Office Depot to purchase all the items on your list at one time to save time and energy.

Big Books Can Be a Pain in the Back

Backpacks can get messy and cluttered, particularly as kids' workloads grow. It's important to find a sturdy bag to hold all of their books and support their backs. Look for an ergonomic bag that fits your child's frame and is more comfortable to carry, like the Tug backpack line, which is designed specifically for a child's body. These new backpacks are not only great for organizing but they have enhanced back padding and straps for better ergonomics



Tools for Organizing



► Tug Backpack



► Banana Paper Recycled Notebooks



► Dry Erase Board and Cork Board Combo



► Mead Five Star Poly Folders



► Mead Five Star TruLock Binder



► Scholastic Color Pencils

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GREAT TOOLS TO START SCHOOL

Upper Elementary School Student (Grades 3 to 5 or 6)

and support. To keep your child's back healthy, make sure that he or she packs heavy books in the bag's main compartment, never carries more than 15 percent of his or her body weight and keeps the straps cinched snugly to the upper back to reduce shoulder strain. These tips will also help your child keep his or her backpacks in good organizational form:

Organize with Pockets: To help keep your kid's backpack organized, look for one with multiple compartments for easier organization.

Ban Backpack Build-Up: Have your child empty the bag everyday when he or she gets home. This will ensure that you are receiving important notices, throwing away trash (including leftovers from lunch) and organizing his or her homework.

Folders are Your Friends: Create a designated homework folder to take completed assignments to school and keep other pressing matters organized. One good folder that stands up to a child's sometimes less than careful behavior is the Mead Five Star Poly Folder. Tougher than the average folder, these durable folders are made out of reinforced plastic to last the entire school year.

Extra Credit: Brush-Up Typing Skills

By the last year of elementary school, kids need to know how to type efficiently on the computer in order to finish assignments quickly. "While most kids are faster at typing than you or I," said DeBroff, "many do not possess school-taught skills and have picked-up bad habits that need to change - and the sooner the better." Look for typing software to help your kid improve their skills. The Mavis Beacon Teaches Typing Deluxe software concentrates on core drills to overcome specific habits and has fun games to keep kids learning while taking a break to play a game.

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Tools for Organizing



▶ Scholastic Crayons



▶ Scholastic Markers



▶ Dry Erase Calendar



▶ Homework Planner



▶ Mavis Beacon Teaches Typing Deluxe Software



▶ Case-It Zip Binder



▶ Home Computer



▶ Poster Board



▶ Foray Pens



▶ Foray Liquid Graphite Pencils

GREAT TOOLS TO START SCHOOL

Middle School Student

Middle school is a time of transition for every kid. “Kids need to adjust to a new educational structure as most students are leaving the comfort of a single classroom with one teacher,” said DeBroff. “Middle school also introduces most students to lockers and the need to organize small spaces so everything is easily accessible.”

Organizing Small Spaces

Between classes, most kids have 4-5 minutes to stop at their locker and get to class. Will your kid have the right homework, notebook and textbook when he or she gets there? Help your child minimize the rush between classes by ensuring he or she knows exactly where to find the next class’ work and/or supplies. Try following these simple suggestions:

Know What The Locker Looks Like: Find out what kind of locker your child has – top locker, bottom locker, thin locker with a larger shelf section on top, shared locker, etc., and purchase the right supplies for the specific set-up. Then, consider adding a few magnetic hooks to the locker to hang a sweater, a backpack, a gym bag, or anything else that could occupy too much space and impede their ability to quickly grab the right books for the next class.

Expand Usable Space: Many lockers are disorganized because there is no designated place to store the smaller items. Look for smaller shelving systems that can fit into lockers, such as the Eldon Shelf Savers. At just six inches wide, these organizers will fit into most narrow lockers. The Shelf Savers are stackable cubes that can be used to store just about anything, including pens, lunch money, and other miscellaneous school supplies.



Tools for Organizing



► Tug Backpack



► Banana Paper Recycled Notebooks



► Mead Five Star Reinforced Loose Leaf Paper



► Office Depot Graph Paper



► Office Depot Colored Folders



► Locker kits

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GREAT TOOLS TO START SCHOOL

Middle School Student

Personalize: In middle school, kids are looking for ways to express themselves. To help them show off their style, look for magnetic accessories that can stick to the back of a locker door, such as locker kits that include magnets, a magnetic mirror, magnetic dry-erase board and a magnetic utility cup in a variety of colors and styles."

Staying Organized While Moving Between Classrooms or Between School and Home

To cut down on the confusion of taking the wrong notebook to class, consider having your child assign a color to each subject and follow through with that same color on book covers, notebooks, binders, and folders. This way, it's easy to pull what is needed for a class in the few minutes students have to change classrooms.

The Fine Art of Filing: With the volume of paper kids get in middle school, it's important for them to realize what is active (for this week's classes) versus inactive (learned it during the first quarter and will need for the final, but not for several weeks). Spend 5-10 minutes with your child each week to review papers and determine what can stay and what should go. Set up a home filing system by class, and then by topics learned, so he or she can easily find files when study time comes. For papers that include your family's private info, consider shredding them. The desktop Ativa shredder can fit on a desk or counter and comes with a built-in letter opener and pencil sharpener.

Carry Active Notes: Many students use a single binder to file away notes while in class in order to minimize what he or she needs to carry. Use color dividers to distinguish visually between subjects. The Mead Five Star Flex Hybrid NoteBinder can be customized with folders, reinforced notepaper, color dividers and anything else your child needs.

Extra Credit: Eco-Friendly Kids

As children develop a more defined personality during middle school, many make environmental issues a priority. For eco-savvy kids, look for notebooks made of recycled paper. Banana Paper notebooks combine natural fibers from bananas with post-consumer recycled paper to create an eco-friendly (and cool looking) notebook.



Tools for Organizing



► Ativa Technical Calculator and Stylish Case



► Foray Liquid Highlighters



► Mead Five Star Flex Hybrid NoteBinder



► Poster Board



► Mead RingDex Notecards for Flash Cards



► White-Out Pens



► Foray Pens



► Ativa Shredder



► Foray Liquid Graphite Pencils

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GREAT TOOLS TO START SCHOOL

High School and College Students

In high school and college, kids' schedules involve full class loads as well as after-school clubs, sports practices, and often part-time jobs. "To keep everything balanced, it's important to keep a strong handle on what needs to be accomplished when so there are no late- or all-night sessions," noted DeBroff. "Success depends on staying organized and keeping all activities on track while juggling the competing demands of extra-curricular activities and, for many, work."

Computer and Technology Know-How is Critical

Remember back when you were in school and you would write out reports long hand for your teachers? Well for today's students, computers aren't the only necessity – flash drives and other portable data holders let students access vital information at any time. As your child prepares to enter the workforce after high school or college, he or she will need to have independent organizational skills and be able to complete tasks without oversight.

Organize Online Files: Having a computer and knowing how to keep assignments organized online becomes paramount in order to store everything from typed homework assignments to college and internship applications. Also, some students use laptops during class to write down notes. Help your student keep files organized online by class so kids can find the information easily. For example, math notes go in the math folder and science notes go in the science folder.

Save Schoolwork by Backing Up: There is nothing more upsetting than losing a document due to a system error. Remind your child to back-up schoolwork regularly on a CD, DVD or flash memory drive.



Tools for Organizing



► Computer



► Ativa Scientific Calculator and Case



► Ativa USB Flash Memory Drive



► SanDisk Sansa MP3 Player with built-in Microphone



► Mead Five Star Flex Hybrid NoteBinder



► Case-It Binder

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GREAT TOOLS TO START SCHOOL

High School and College Students

Meeting of the Minds: Working in groups becomes more prominent in high school and college as does the need to share research and work on reports together. Students can use an Ativa flash memory drive to share documents with school mates. The Ativa flash memory drive has U3 technology, which includes McAfee software to scan for viruses before your child transfers the file to his or her computer. Another way to share information with friends who use different types of flash memory discs is by getting an Ativa 10-in-1 USB memory reader, which reads all different kinds of media so information can be shared easily.

Assignment Communication: Teachers often give assignments at the end of the class, and your high school or college student may be too tired or rushed to record accurately or capture details like page numbers. While he or she should keep all assignments in a single place, such as a homework planner, missing homework assignments sometimes can't be avoided. In cases like this, the best way to get the direction is via fax from a friend. With an all-in-one copier, printer, fax and scanner, students can not only share assignments, but also print out reports, copy notes and scan pictures with the convenience of a single machine.

Create a School / Work Balance

If your student has a part-time job, emphasize that school work should always take priority. If he or she is asked to work an extra shift the night before a big exam, tell them it's okay to say no. The best way to balance a job with school is to block out time for work and have your child speak to the manager about potential overtime that might affect the schedule. With advance notice, any extra work from a paying job or internship should not have an impact on school work.

Extra Credit:

More than Music to Your Ears

Many high school and college students use MP3 players to record classes and replay what happened in the class. For students that have JPEG capabilities on their MP3 players, he or she can create flash cards and study for tests on their MP3 players.



Tools for Organizing



► Homework Planner



► All-in-One Printer/Copier/Fax/Scanner



► Dry Erase Board and Cork Board Combo



► Mead Five Star Reinforced Loose Leaf Paper



► Ativa Rewriteable CDs and DVDs



► Ativa 10-in-1 Media Reader



► Foray Pens



► Foray Liquid Graphite Pencils



► Banana Paper Recycled Notebooks

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5% BACK TO SCHOOLS PROGRAM
Another Tool for Success

GREAT TOOLS TO START SCHOOL

Organized for Success and Driving Donations to Schools

Just like pit crews need the right tools to keep their car in the race, children need the right tools to succeed in their education. That's why Office Depot along with NASCAR star and National PTA Ambassador for Youth, Carl Edwards, are making sure kids have great tools to start school this year.

Edwards, who drives the No. 99 Office Depot Ford Fusion, will help Office Depot hand out some of the more than 300,000 backpacks the company donates to underprivileged and "at-risk" school children each year. He will visit schools and Office Depot stores around the country for special events as part of Office Depot's National Backpack Program.

"I think it's awesome that Office Depot does so much to help students," said Edwards, who was a substitute teacher before his racing career took off. "There is nothing more important than a good education and there are far too many kids who can't get the tools they need to succeed in the classroom. I will do anything I can to help and I am thrilled that Office Depot is so committed to supporting local schools and helping so many kids."

Edwards will also participate in Office Depot's "Great Tools for Your School Sweeps," in which one lucky school will win a hauler full of school supplies and a visit from Edwards.

Parents, teachers and students can enter their school in the "Great Tools for Your School Sweeps" by participating in Office Depot's 5% Back-to-Schools program. When you buy qualifying student school supplies at Office Depot, you can designate a local school to receive 5% of your purchase, which your school can then use towards free supplies for students. Each time a school is designated to receive 5% back, that school receives an entry into the "Great Tools for Your School Sweeps."

Visit your local Office Depot store to find a listing of 5% Back to Schools ID numbers or go to www.school.com to learn more about this program.



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GREAT TOOLS TO START SCHOOL

About Stacy DeBroff

A dynamic national speaker and writer, Stacy DeBroff is President and Founder of Mom Central, Inc., a company devoted to providing pragmatic tips and advice to strengthen busy families and enhance the home environment. With her research and insight into the evolving state of American moms and families, Stacy has also written several best-selling books on household and family organization including "The Mom Book Goes to School." She shares her advice as the in-house parenting expert on New England Cable News and has also appeared on network television including NBC's *Today Show* and the *CBS Early Show*, as well as on television affiliates in every major market. She offers regular advice to visitors on <http://www.momcentral.com/>.

About Office Depot

With annual sales of over \$14 billion, Office Depot provides more office products and services to more customers in more countries than any other company. Incorporated in 1986 and headquartered in Delray Beach, Florida, Office Depot conducts business in 22 countries and employs 47,000 people worldwide. The Company operates under the Office Depot®, Viking Office Products®, and Viking Direct® brand names. Additional press information can be found at: <http://mediarelations.officedepot.com>.

5% Back to Schools Program – Another Tool for Success

Office Depot supports schools and communities through the "5% Back to Schools" Program.* This program gives Office Depot shoppers an opportunity to help local schools receive credits for free supplies when they shop at Office Depot for student school supplies.

How it works:

- Buy qualifying student school supplies at Office Depot
- Designate a local school to receive 5% of your qualifying purchase
- Office Depot will tally the qualifying purchases made during the program period
- Office Depot will award the designated school 5% of the qualifying purchases in credits the school can use for free supplies!*

Want to designate a school to receive 5% of the next school supply purchase? Visit the local Office Depot store to find a listing of "5% Back to Schools" ID numbers or designate the school of choice at order confirmation.

*For more information and program details, visit www.school.com.

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