USC KORTSCHAK CENTER FOR LEARNING AND CREATIVITY

How to Organize Your Backpack

- ✓ Keep pencils, pens, & highlighters in a pencil case
- ✓ Utilize backpack compartments
- ✓ Have a binder or file folder to place all loose material
- ✓ Sort items from biggest to smallest (i.e. laptop, notebook, planner, pencil case, etc.)
- ✓ Keep a small emergency kit inside backpack (i.e. Band-Aids, hand sanitizer, lip balm, mirror, medicine, gum etc.)
- ✓ Avoid placing loose paper inside backpack
- ✓ Have a reusable water bottle and place in outer pocket
- ✓ Place receipts in wallet or small folder organizer
- ✓ Remember to zip-up backpack
- ✓ Use smaller boxes or bags for smaller supplies (i.e. post-its, erasers, stapler, tape, paper clips, etc.)
- ✓ Obtain hole puncher for 3-ring binders