



Thriving Young
— Teachers —

Bringing Passion, Skill, and Confidence Together

Labels for Desk Papers

a.k.a

Temporary Organization Until You Have a Chance to File

Information is coming at you at a rapid pace. A lot of it comes in paper form or is something you print.

The following labels can help to temporarily organize those papers until you have a chance to file them more systematically at a later date (winter break, a long weekend, etc).

We suggest printing these, cutting them out, and then sticking them under a paperclip to group papers of a similar category together.

Info to Put in Students' Folders	Data Collection	Content related information- for coursework <i>coming up soon</i>
Content related information- for coursework <i>already taught</i>	Extra Copies of Teaching Materials	Information to Share with my Team /Info from my Team
Information to Share with Administration/ Info from Administration	Information to Share with Parents/ Info from Parents	Keep this for when I Need a Smile
Miscellaneous / Other	Great Ideas to Try Someday	I Want to Read This When I Have Time
Lesson Plan Ideas	Notes from My Lessons	Meetings

