

	Problems	Final spot
Stuff that I get: Mail HW Office stuff Grades Advisor stuff Volleyball stuff	Hate wasting paper – no way around it, make enough copies then no more.	Mail – answered-returned-trashed Everything goes in a folder, anything I haven't touched for 2 weeks gets tossed.
Stuff that I make: Tests Quizzes Lesson Plans Handouts	Just make enough, no more. Keep everything digital. Lesson plans – digital-palm pilot seems to work.	To students CP 31, AP 13, Ph 12 Quizzes and tests +1 Handouts +1 (in box)
Graded things Tests Quizzes Labs Projects	Piles up, pain to redistribute to students,	to students – return folder in acrylic slots, occasional redistribution to mailboxes. Turn in to acrylic box
Stuff that just needs a place: Lab equipment Demos	Buy a labeler, label every spot and return stuff there.	

To do – get tons of green and manila folders for desk
Get a labeler for lab stuff
Put together all pasco instructions in a sheet
Order the rest of the science list
Hang up the boxes
Move through all the desk crap on the right
Everything needs a place