

Figure A.3: The PSP4 Organizing Strategy

Pile: Gather all the things related to the area or topic of your binder or backpack.	Sort: Create piles of Yes/Keep, No/Trash, and Maybe (ask a teacher or peer).	Purge: The No/Trash pile goes into the garbage <i>as you sort</i> .
Put back: Return the Yes/Keep items to their proper spaces, possibly adding or clarifying labels to make using the system easier moving forward.	Photo: Take a photo of what “organized” looks like as a reference for yourself.	Plan: After organizing, reflect on the process. What went right? What did you learn? How do you plan to use your organization system throughout the week? How will you remember to use it?