



Sort My Papers

From Desk Rescue · Help Them Think

ONE DRAWER
10 MINUTES

Empty it, sort it into 4 piles first - tidy second. Pick just one drawer. Tip everything out, make the four piles, then only put back what belongs there.

THE 4 PILES - TICK EACH PILE WHEN IT IS DONE

☐ 1. Do now

Homework, forms and anything that needs action today or this week.

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☐ 2. Keep

Work to save, certificates and special pages that belong in the drawer.

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☐ 3. Recycle

Scrap paper, old worksheets and packaging that can go straight out.

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☐ 4. Put somewhere else

Things that do not belong in this drawer - take them to their real home.

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THINK IT THROUGH - 5 STEPS

1 Catch One drawer emptied out - everything in one place.

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2 Sort Sort into the 4 piles - Do now, Keep, Recycle, Put somewhere else.

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3 Order Do now on top - the most urgent paper goes first.

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4 Do 10 minutes on the timer - work the piles until it rings.

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5 Check Drawer closes, desk clear - that is done.

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Parent tip: Stop at one drawer, even if the desk still looks busy. A finished drawer your child can open and close easily beats a half-finished desk.