

Workspace Inventory

Item	What it is!	Got it!	Need it!	My plan to get it:
Location	Quiet and comfortable; Away from distractions like t.v., stereo, phones, video games and people talking. This could be your bedroom or anywhere else in your house.			
Computer	Access to a computer with a printer is important for middle school, but if the computer is a distraction for you, don't keep it at your workspace!			
Desk or table	A desk top surface should be at least 18" deep and 30" wide - large enough to hold an open textbook and binder.			
Lighting	Good lighting is important! A desktop lamp will help prevent eye strain that can make you feel tired and sleepy.			
Chair	Straight-backed and comfortable.			
Reference Books	A dictionary, a thesaurus and a grammar & punctuation guide. If you are taking a foreign language course, you'll need a dictionary in that language, too.			
Supplies	Binder paper, #2 pencils, pens, markers, colored pencils, a ruler (metric and standard measurements), glue stick, yellow highlighter, scissors, scotch tape, a stapler and staples, three hole punch, index cards (blank and lined), an eraser, white out, paper clips and a pencil sharpener. Don't forget your math supplies!			
Trash can	To keep your desk top clean and clutter free!			
Storage	Use a box, accordion file or several large manila envelopes to store graded papers, class notes, and handouts you may need later.			
Time Keeper	A clock or a watch.			
In-box	A low profile basket or box to keep papers from piling up your desk top.			
Fun stuff!	Photos of your buds, team photos, cool posters, stickers, decals, notes, etc. Make your workspace a place where you won't mind hanging out!			