

The Shopping List

An Educational Tools Purchasing Guide for Parents and Students

(Excerpted from *A-Academics' Simplified Organizational System*)

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Macro-Organization, as you will recall from the previous chapter, involves the techniques necessary to maintain grade records and paperwork, meet assignment and tests dates, and efficiently organize study time. In order to accomplish this often-oppressive task, you must have the right equipment. I am happy to tell you that you need not purchase elaborate or expensive file cabinets and calendar books in order to have an absolutely superb Macro-Organizational system. A relatively inexpensive trip to your local discount or office supply store will, in most cases, yield all of the tools necessary to become a well-organized, “professional” student (remember, school is a student’s “job”).

For your convenience, I have included the following list of organizational equipment. I recommend you take a copy of this page with you to your neighborhood office supply store, so you will know exactly what to purchase and can avoid buying useless and expensive organizational junk! Parents: please remember to purchase separate complete sets of tools for each of your children.

An Organizational Tools Shopping List

- 1) 1 plastic file box (approximately 12in. x 11in. x 11in.)
- 2) 30 hanging file folders (10 red, 10 yellow, 10 blue)
- 3) 20 manila file folders
- 4) 1 plastic-covered, three-ring binder (1.5 inch rings)
- 5) 1 package of subject dividers
- 6) 1 three-hole punch
- 7) 1 standard stapler (with staples)
- 8) 1 roll of transparent tape
- 9) 1 plastic twelve-inch ruler
- 10) 3 packages of college rule binder paper (high quality)
- 11) 1 dispenser of white glue
- 12) 1 Glue Stick
- 13) 2 mechanical pencils (.5mm)
- 14) 2 tubes of lead refills (.5mm)
- 15) 3 or 4 Erasers
- 16) 1 package of medium point or fine point pens

- 17) 1 nylon pen and pencil pouch with three metal-rimmed binder holes
- 18) 2 packs of 100 index cards (3x5 lined on one side)
- 19) 25 copies of a grade-recording sheet
- 20) 25 copies of an assignment sheet
- 21) Dictionary (one for English and one for the foreign language you are studying)
- 22) A scientific calculator (should cost approximately \$15)

Mick Rosenblum has been teaching and tutoring for more than twenty-eight years and is considered to be among the most experienced private tutors and SAT and ACT test preparation specialists. He is the owner of A-Academics and is the author of SAT Magic (first and second editions) along with many other educational publications.