

Paint System Organization Toolkit

Accessible, Efficient, Student-Friendly



First Do This



1. Make a List

- List anything and everything you need to do for this project.
- List your goals and wishes for this project to direct your thinking.



2. Chunk the List

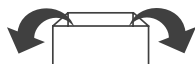
- Break down the list into smaller projects by location or priority.



3. Estimate the Time

- You will want to overestimate!

Then Do This



1. Clear Out the Stuff

- Empty cupboards, drawers, closets, and/or carts and gather all related painting items.
- Clean the emptied areas and any spills, if possible.



2. Sort Through the Stuff

- Create a keep pile, a donate pile, and a toss pile.
- Toss/recycle any old paint, broken brushes, tools, palettes, and water cups.



3. Put the Stuff Back

- Analyze your space and the items you need to fit into that space.
- Put frequently used and open items towards the front.
- Keep similar items together.
- Only stack items that fit nicely together like water cups or palettes.
- Design a labeling system that works for you and your students

Take it to the Next Level



- Create simple visuals that will help students remember their routines for brush care and storing materials.