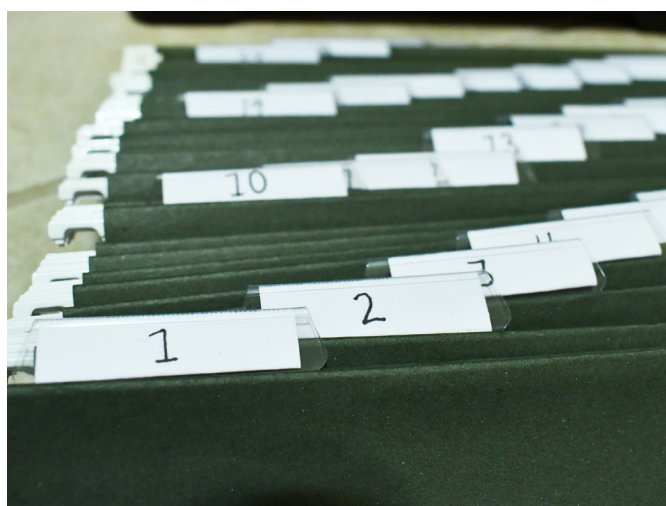


## Please acquire:

- ☑ (1) plastic or cardboard file box
- ☑ (43) hanging file folders with clear tabs and perforated white labels for each. The hanging folders should be able to hang across the file box.



## Then build:

**Step 1:** Using your tabs and labels, label 12 hanging file folders with the months of the year, January - December, and hang them in your file box.

**Step 2:** Pull the remaining 31 hanging file folders. Label this set 1-31.

**Step 3:** Drop the numbered hanging folders behind the January hanging folder.

**Step 4:** Bring your assembled box with you when you come to the course on Day 2.

