

August 2022- Get Organized!



Back To School Organization Tips

Organize School and Activity Schedules

Transitioning from summer to school takes some time to adjust for the whole family. The summer is oftentimes full of spur of the moment activities. The school schedule is more about establishing a routine. If you haven't yet, commit to a family calendar and post it in the kitchen for everyone to see or share the family digital calendar.

Involve the family when you write down activities on the calendar. Have everyone write in their activities — piano lessons or sports practice and games. This is a great time to talk about responsibility, organization, and time management.

Have a weekly meeting to discuss the week ahead. Each day talk about the routine for that day; picking up from school, activities for the evening, dinner plans, etc. Students feel more prepared if they know what is happening each day.

Organize Your School Supplies

It might take a few days for your child to decide on which notebooks and supplies are needed for school and which items can be left at home. Being organized makes everything else easier. It helps students get to homework faster without wasting time looking for stuff.

Recommend your children keep assignments and class information organized by subject. Set up a system at home with paper, folders, and a basket of pencils and pens. If your child is stuffing loose papers in the bookbag or grabbing different notebooks for the same class, it's time to stop and reorganize! Set aside time each week to clean out the backpack and lunch box.

Organize Your Space

Help your child establish a good workspace — someplace quiet enough to focus. It's best to work at a desk or table, just like the students' learning environment at school.

Organize Your Time

Assist your child with the paper or digital planner to keep track of schoolwork:

- Track all assignments and when they're due.
- Break big projects into smaller parts. Note the dates when each part needs to be completed. Mark in the planner when to work on each part.
- Mark the dates for tests, then make a note of when to study for them. Don't leave things until the last minute — you'll only end up working twice as hard to do half as well.
- Enter other activities on your calendar — such as team practices, dance class, plans with friends or family, etc.

