



Pass with flying colors

10 tips to help your child get organized

Good organization is a key ingredient for success in school and in life. Although some people are more organized than others, anyone can put routines and systems in place to help a child. Here's a list of strategies you can use to help your child get, and keep, things in order.

Use checklists	Help your child get into the habit of keeping a “to-do” list. Use checklists to post assignments, household chores and reminders about what materials to bring to class. Your child should keep a small pad or notebook dedicated to listing homework assignments. Crossing completed items off the list will provide a sense of accomplishment.
Organize homework assignments	Before beginning a homework session, encourage your child to number assignments in the order in which they should be done. Start with one that's not too long or difficult but avoid saving the longest or hardest assignments for last.
Create a study space	Your child should do schoolwork in the same place. This can be any place that's quiet with few distractions. Keep school supplies and materials close. If your young child wants to study with you nearby, you can monitor his or her progress and encourage good study habits.

Schedule study time	Your child should know certain times are for studying and doing homework. The best time is usually not right after school. Most children need some time to unwind. Include your child in making this decision. Even if he or she doesn't have homework, the reserved time should be used to review the day's lessons, read for pleasure or work on an upcoming project.
Keep organized notebooks	Help your child keep track of papers by organizing them in a binder or notebook. This will help him or her review the material for each day's classes and organize the material to prepare for tests and quizzes. Use dividers to separate class notes or color-coded notebooks. Separate "to do" and "done" folders to help organize worksheets, notices and other items. And create a central place to store completed assignments.
Conduct a weekly clean-up	Encourage your child to sort through book bags, notebooks and study spaces on a weekly basis. Old tests and papers should be organized and kept in a separate file at home.
Create a household schedule	Children thrive with routine. Try to set and maintain a regular dinnertime and bedtime. This will help your child fall into a pattern at home. Children with a regular bedtime are well-rested and do better in school. Try to limit television-watching and computer play to specific periods of time during the day.
Keep a master calendar	Keep a large, wall-sized calendar for the household that lists the family's commitments, schedules, activities, days off from school and major events. Include dates when your child has big exams or due dates for projects. This will help family members keep track of each other's activities and avoid scheduling conflicts.
Prepare for the day ahead	Before your children goes to bed, they should pack their schoolwork and books in a book bag. If your children are doing online classes, make sure their workspaces have everything they need and are ready to go. The next day's clothes should be laid out with shoes, socks, and accessories. This will cut down on morning confusion and allow your child to prepare quickly for the day ahead.
Provide support while your child is learning to become more organized.	Your child will need help to develop organizational skills. You can copy checklists and schedules and tape them to the refrigerator. Gently remind your child to fill in calendar dates and keep papers and materials organized. And, most importantly, be sure you are setting a good example.

Helping your child get organized takes some effort. But it will save you time and energy in the future.

The EAP is administered by Resources For Living, LLC.

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