



Ten Ways to Help Your Child Get Organized

(from FamilyEducation.com, "Tips for Developing Organizational Skills in Children" by the Coordinated Campaign for Learning Disabilities)

1. Use checklists.

Help your child get into the habit of keeping a "to-do" list. Crossing completed items off of the list will give your child a feeling of accomplishment.

2. Organize homework assignments.

Encourage your child to number homework assignments in the order they should be completed. Start with an easy assignment that can be completed quickly, but avoid saving the longer, more difficult assignments for last.

3. Designate a study space.

Your child should study in the same place every night with materials and supplies nearby. The designated space should be as free from distractions as possible and in a place that you can easily monitor.

4. Set a designated study time.

Since most children benefit from time to unwind after school, the reserved time for studying should not necessarily be immediately after school. Your child should use this time every day even if he/she doesn't have homework. This time can be used to review the day's lessons, read or start preparing for upcoming assessments and/or projects.

5. Keep organized notebooks.

Use dividers or a color coding system to keep notebooks organized. Periodically clean out notebooks so that they stay neat!

6. Conduct a weekly clean-up.

Encourage your child to clean out his/her binders and book bag on a weekly basis.

7. Create a household schedule.

Try to establish and stick to a regular dinnertime and bedtime. Try to limit television and computer time to specific times of the day.

8. Keep a master calendar.

Try to keep a centrally located master calendar for all major family events and include tests and projects on this calendar.

9. Prepare for the day ahead.

Encourage your child to pack his/her book bag before going to bed each night. This will cut down on morning confusion.

10. Provide support while your child is learning to be more organized!

Help your child develop organizational skills by setting a good example and providing a routine when possible.