

Tips to Help Students Stay Organized

Developing good organizational skills is a key ingredient for success in school and in life. Although some people by nature are more organized than others, anyone can put routines and systems in place to help a child “get it together.” Here’s a list of strategies that you can use to help your child get — and keep — his/her life under control.

1. 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 give him a sense of accomplishment.

2. 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 tasks that are not too long or difficult, but avoid saving the longest or hardest assignments for last.

3. Designate a study space

Your child should study in the same place every night. This doesn’t have to be a bedroom, but it should be a quiet place with few distractions. All school supplies and materials should be nearby. If your young child wants to study with you nearby, you’ll be better able to monitor his progress and encourage good study habits.

4. Set a designated study time

Your child should know that a certain time every day is reserved for studying and doing homework. The best time is usually not right after school — most children benefit from time to unwind first. Include your child in making this decision. Even if your child 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.

5. Keep organized notebooks

Help your child keep track of papers by organizing them in a binder or notebook. This will help your child review the material for each day’s classes and to organize the material later to prepare for tests and quizzes. Use dividers to separate class notes or color-code notebooks. Separate “to do” and “done” folders help organize worksheets, notices, and items to be signed by parents, as well as provide a central place to store completed assignments.

6. Conduct a weekly clean-up

Encourage your child to sort through book bags and notebooks on a weekly basis. Old tests and papers should be organized and kept in a separate file at home.

7. Create a household schedule

Try to establish and stick to a regular dinnertime and a regular bedtime. This will help your child fall into a pattern at home. Children with a regular bedtime go to school well-rested. Try to limit television watching and other electronics to specific periods of time during the day.

8. Keep a master calendar

Keep a large, wall-sized calendar for the household that lists the family's commitments, schedules for extracurricular activities, days off from school, and major events at home and at school. Note 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.

9. Prepare for the day ahead

Before your child goes to bed, he/she should pack schoolwork and books in a book bag. 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.

10. Provide needed support while your child is learning to become more organized

Help your child develop organizational skills by photocopying checklists and schedules and taping them to the refrigerator. Gently remind her about filling in calendar dates and keeping papers and materials organized. Most important, set a good example.

Adapted from "Tips for Developing Organizational Skills in Children" by the Coordinated Campaign for Learning Disabilities (CCLD) - <http://www.teachervision.fen.com/education-and-parents/teaching-methods/3676.html>