

How to Get Organized

Here are some suggestions to help your child get organized!



- 1. Assignment Notebook** - Your child should be keeping track of assignments in his/her assignment notebook. We use the last 20 minutes of class to make sure we have recorded assignments. As your child completes each assignment have him/her cross items off the list. If your child has forgotten to bring a book or paper home needed for the assignment please check that your child brings home that assignment to complete it the next day. Missed assignments may lower a child's grade.
- 2. Organize homework assignments** - Encourage your child to number assignments in the order in which they should be done. She should start with one that's 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. It should be a quiet place with few distractions and adequate lighting. All school supplies (including sharpened pencils) should be nearby. Monitor your child's progress.
- 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. Use a timer to help your child learn persistence and take needed breaks.
- 5. Homework Folder** - Your child should have a folder designated for homework. Check to see that he/she has the folder clearly marked as their "Homework" folder. It may be helpful to your child to mark "to do" on one side and "done" on the other side of the inside flaps.
- 6. Conduct a weekly clean-up** - Encourage your child to sort through his/her book bag on a weekly basis. Check with your child weekly to see if he/she needs any school supplies.
- 7. Create a household schedule** - Children with a regular bedtime go to school well-rested. Limit television-watching and computer play to specific periods of time during the day.
- 8. Keep a calendar** - Your child will stay better organized with a calendar of his/her own and their classroom schedule (found on the 3B homepage) by their designated study space.
- 9. Prepare for the day ahead** - Before your child goes to bed, he should pack schoolwork and books in a book bag. Designate a book bag spot. This will cut down on morning confusion and allow your child to prepare quickly for the day ahead.
- 10. Family communication center** – The school year brings much paperwork! Find an easy to access location for a small file area that will act as a "home" for school papers. You can purchase inexpensive in/out boxes, a small hanging folder file or be creative with stacking baskets. Label each box or file with the name of one family member, and then label additional boxes or files with "To Do," "To Return" and "To

File.” It may be helpful to save graded papers at home until report cards come home at the end of each quarter.