

# Organizational Strategies to Use at Home



## Create Checklists



Help get your child into the habit of using checklists or "to do" lists, which can include assignments, after school activities, chores, etc. You can also create a checklist to help your child remember what to bring to school each day and what to bring home. You can include pictures if that helps your child.



## Organize Tasks



Review all assignments on your child's planner, Google Calendar, or other organizational tool. Help him/her prioritize the tasks and make a plan for completing them, especially the long-term ones that can be more challenging to manage. Helping your child break longer assignments into shorter chunks with specific due dates can be very helpful.



## Designate a Space



Pick a location in which your child can complete his/her homework in each day. The location should be the same, and it should be a place in which supplies and materials are close by. It should also be a place where there are few to no distractions. Have your child help in choosing the spot.



## Designate a Time



Pick an agreed upon school work time. This may vary due to your child's daily schedule. Plan out a weekly calendar. For some children, school work time will be right after school, but others may need time to unwind. The important piece is choosing a time and sticking with it. If your child has no immediate work due, the time should be used to read independently or review for an upcoming assessment.



## Weekly "Cleanup"



Help your child go through his/her bag, folders, and even Google Drive on a weekly basis. Old documents that no longer have a use should be trashed, and important items should be sorted and saved.



## Develop a Routine



For some children, having a regular schedule helps them get into a pattern. Schedules can be very hectic these days, but developing a set of routines (morning, after school, bedtime, e.g.) can be very helpful. Plot out a schedule at the beginning of the week, and try to establish matching routines.

## Prepare for the Next Day

Before bedtime, have your child prepare their materials for the following day (pack their backpack, choose their clothing, pick out their lunch, etc.). Students should also review their assignments one last time to make sure they completed all required elements. Doing this will cut down on the A.M. "rush."