

# Setting the Stage for a Successful School Year

## Organizational Skills



*Have you ever been told “... your head would fall off if it wasn’t fastened on... ?”*

*Are you afraid to stick your hand into your crammed backpack/desk/locker for fear of finding something growing inside ?*

*Does it seem that you frequently misplace assignments, completed homework, pencils .... or forget to study for a test ?  
If so, check out these simple tips to “jumpstart” your organizational skills for the upcoming school year.*

### Student Home Workspace/Supplies

**1. “Homework Office”** Locate in an area at home that is quiet and away from distractions.

**2. Establish daily homework time.** Some days this time might need to be adjusted ... but try to stay close to the same time each day.

**3. Tool Kit Box** Have a container with basic supplies available in the office area: several pencils, rubber eraser, ruler, scissors, paper clips, glue stick/small bottle of glue, roll of tape, highlighters, colored pencils, stapler, etc.

**4. Pencil Pouch** Use a clear plastic pouch for storing items that usually get lost in the bottom of a backpack.

**5. Homework Folder** Folder with two pockets, label one side “**To Do**” and the other side “**Completed.**” This folder will be with you daily --- at school and home.

**6. Student Planner** Many schools require their students to maintain a student planner. **WHY?**

\* A planner is a great daily communicator between home/school.

\* A planner prevents scheduling problems and keeps all of your important information in one place.

A planner reminds you of what you need to do and when, plus keeps track of important projects, homework assignments, activities, etc.

Planners are available in daily/weekly/monthly formats ... use pencil rather than an ink pen when writing in your planner - mark important events/due dates with a highlighter/color pencil, etc.

### Routines

**1. Check your planner first thing every morning and last thing every night.**

### 2. Each Evening

\* Review your planner

\* Select your clothes for the next day.

\* Pack your lunch/ lunch money

\* Place everything you need for the next morning by the door you use when you leave for school (backpack, coat, homework, etc.)

### 7. Checkups!

\* Before you start your homework, take everything out of your backpack. Sort, trash, go through loose papers and organize things where they belong in your folder/binder.

\* Clean out your desk/locker weekly.

\* Every couple of weeks, go through your binder. Throw away anything you know you don’t need or want... keep older handouts, quizzes, and tests safely at home, in case you need them in the future.

Source: *Getting Organized Without Losing It*, Janet S. Fox