

Organizational Strategies

Organization is an important skill for a student but does not always come naturally. Most children have to learn organization skills to help them keep track of assignments, finish projects on time and study for tests. Experts say that children are much more likely to get organized if they are shown how. Parents can have a big effect on how organized their children are. The following strategies can be implemented at home:

- **Set an example** by using calendars to make “to do” lists for yourself and your child. Keep a list of tasks to complete and cross them off as finished to create a feeling of accomplishment.
- **Reward orderliness** by looking for opportunities to praise your child’s organization such as “I’m proud that you finished your homework so quickly” or “Wow! I love the way you packed up your belongings”.
- **Practice together** by doing organizational activities with your child such as planning a party.
- **Start small** – don’t expect your child to organize everything at once. Ask what they would like to work on most. Pick an easy goal to build confidence and see results quickly.
- **Use a timer** to help your child stick to a schedule and finish assignments in a timely manner.
- **Put books by the door** when work is completed, put it right in a backpack and keep it by the front or garage door. This will eliminate early morning searches or forgetting it altogether.
- **Use color coded** folders and books for different subjects.
- **Organize belongings** by making sure your child has specific places to keep things.
- **Chores** – children should be expected to help around the house. Make a chart explaining chores and when they should be done. Check off as completed.
- **Daily routines** – Your child should be able to count on doing things regularly such as eating breakfast before school, laying out clothes at bedtime, going to bed at a consistent time.