



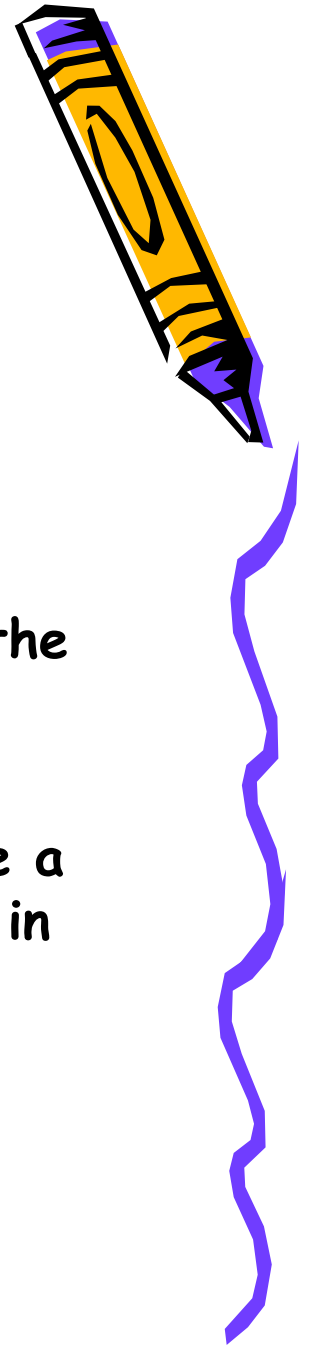
How organized is your child?

Strategies to help your child manage



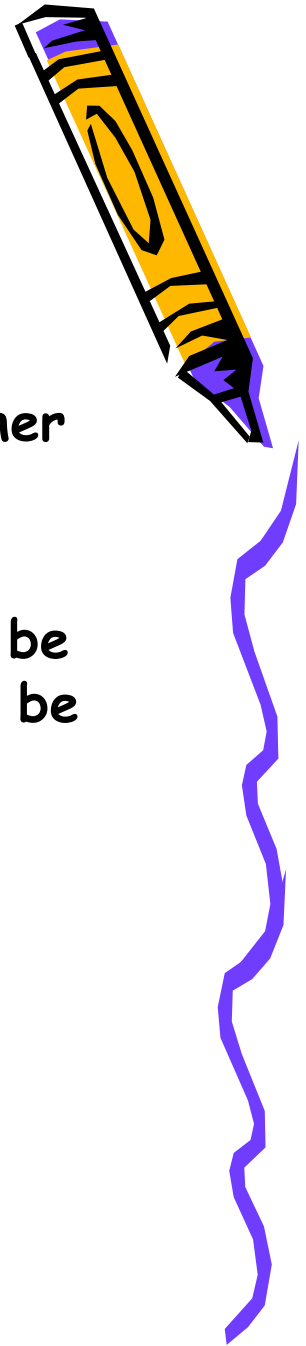
How long does it take your child to complete their homework?

- Establish a set time every day that your child will complete their homework.
- Before your child begins, make sure they have had the chance to get a snack and relax for a bit.
- If your child has a hard time remaining focused, use a timer and work for twenty minute periods with built in stretch breaks.



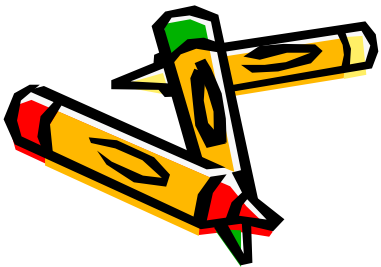
How long does it take your child to find a specific piece of paper or information?

- It is really important that your child put all of his/her papers away when homework is completed.
- If mom or dad work at night, a special place should be designated where papers that need to be signed can be placed.
- The child should know where things go in his/her backpack and binder so that they can retrieve them when they are needed.



How often does your child have a double-booked schedule?

- Find activities that your child is passionate about, and limit them to just a few.
- Build in unstructured time to let your child be a “kid.”
- Encouraging your child to get outdoors and play with the neighborhood kids promotes socialization and creativity.



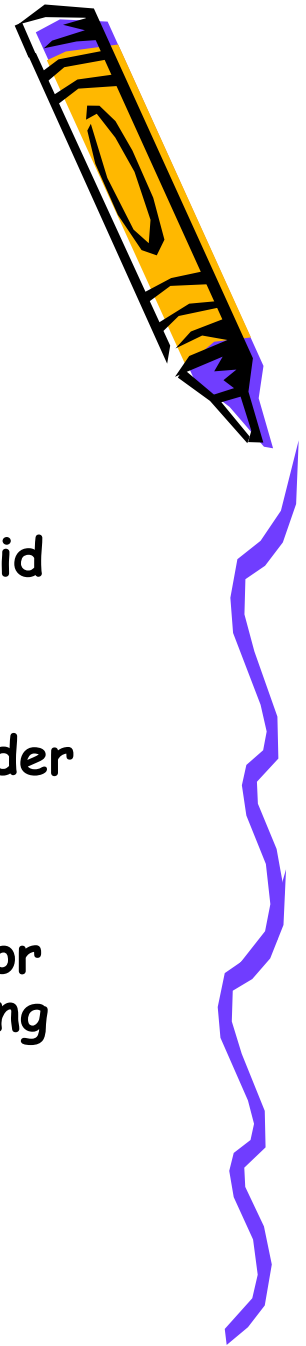
How often is your child late for school or appointments?

- Getting the backpack ready and by the door the night before helps ease the morning routine.
- Have your child pick out their outfit the night before.
- Establish a regular morning routine with equal access to the bathroom.
- Set the clocks five minutes ahead.



Is your child's desk covered with papers?

- Your child should have an established work space.
- Have a box of supplies available at the house to avoid late night runs to CVS.
- Use manila folders to file away papers from the binder that your child is not quite ready to recycle.
- Make sure that your child's work area has a place for pencils, erasers, paper so that time is not lost looking for materials.



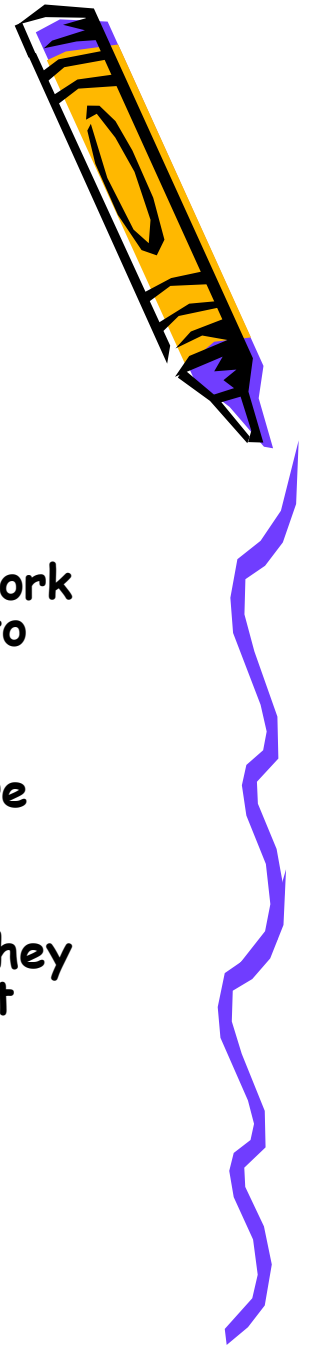
When does your child clean their room?

- It is not necessary to have a spotless room, but it is easier for your child to find things if there is some sense of order.
- Having your child figure out where things will go will help them to keep the room straight, and will help them retrieve things when they need them.
- Small non-monetary reinforcements can encourage your child to be responsible for their space.



How does your child manage their assignment book?

- Look at your child's assignment book every day.
- It is important to teach your child how to retrieve homework assignments from, "Schoolnotes," if they have forgotten to write them down.
- Teach your child how to call a classmate if they need more information.
- Encourage your child to be responsible for knowing what they need to do. Give positive reinforcement for an assignment book well-managed.



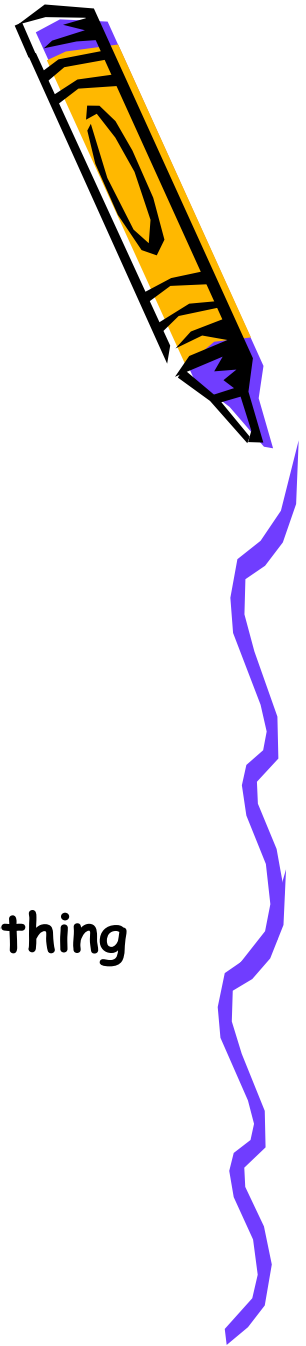
When does your child turn in assignments in?

- Help your child keep a weekly/monthly calendar to do long range planning.
- Help your child prioritize which assignments to do first.
- Begin with the hardest, or most time consuming and check them off in the assignment book when they are completed.



How frequently does your child call to ask you to bring something to school that they forgot at home?

- It is okay to do it once in awhile, but don't be the permanent back-up system for your child.
- A checklist can be helpful, if your child needs to remember things on certain days of the week.
- Ask your child before they leave, do you have everything you need today?



How often does your child clean out their backpack/binder?

- Encourage your child to go through the binder at the end of every quarter and take out old papers.
- Loose papers need to be filed every night when the homework is completed.
- Some children benefit from having a "Homework Folder," where they can keep school correspondence and loose homework assignments all in once place.

