

Top Five Organizing Tips for Back-to-School Success

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Tuesday—August 10, 2010

Back-to-School usually brings a mixture of stress and chaos. Whether you have children in kindergarten or in college, these tips will help keep you and your family sane and organized for your back-to-school transition:

Tip #1: Prevent “Kid Droppings”

Designate a hallway or entryway where kids can unload their book bags, shoes, jackets, and other school gear to prevent “kid droppings” from being scattered throughout the house. Not only does this keep the clutter down, it also makes it easier to find important school papers and assignments.

Tip #2: Create a Mom Binder

Have a binder or file folder for each child that includes some or all of the following: school contact information, school bell schedule, bus schedule, teacher emails, class schedule, school friends contact list, school calendar, lunch account information, and so forth.

Tip #3: Prepare the Night Before

Cut down on morning madness by preparing as much as possible the night before. Have book bags packed and ready to go, set out clothing depending on weather forecast, have lunches pre-packed, and clip signed permission slips onto back door for an easy grab-n-go system.

Tip #4: Create a Homework Center

Designate a space at home for homework. Keep this location well stocked with homework supplies such as lined paper, pencils and erasers, a ruler, scissors, markers, highlighters, and so forth. Set up three baskets or files marked “to-do”, “done”, and “parent signatures”. This helps your child keep track of papers needing to be completed, those needing to go back to school, and those needing parental signatures.

Tip #5: Create a Color-Coded School Binder

Purchase a sturdy 3-ringed binder to keep some or all of the following inside: (1) a calendar, (2) a school schedule, (3) a homework tracker showing assignment due dates (to download a free **Homework Planner Worksheet**, visit www.simplyinorder.com and click on the “free resources, download” tab), and (4) a labeled different colored folder for each class subject (designate one side of each folder for homework and the other side for handouts with lined paper in between for taking notes). *Note: You can use the corresponding colored book cover to cover textbooks for easy identification.

Tip #6: Print & Post Monthly Organizing Checklist

Each month there will be a new checklist for you to print and post in a visible location. These checklists will include the most common tasks to accomplish each month to help keep you on track all year long. This month’s checklist can be found at www.simplyinorder.com