



September 2016 - Help! School is around the corner.

Wow, school is starting shortly and now we are a little frantic. We want to be a little more organized this year so here are some tips to pass along.

Schedule:

There is a lot that happens the first week of school, so try to keep your schedule as open as you can that first week back to school.

Get your children into the habit of doing things the night before. For instance, all papers needing a signature should be placed in their backpacks the night before. Along with their textbooks, homework, and notebooks. You can even create a Checklist and place it by the door and it can help your child make sure they have remembered everything. Pinterest has many flavors of checklists - <https://www.pinterest.com/explore/back-to-school-checklist/>

If your child struggles with getting dressed in the morning, have them choose their outfits the night before.

Make your lunch the night before. One thing that I did was download the monthly lunch menu and then had my children circle the days that they would eat lunch at school, so the other days meant that they had to pack their lunch. We came to an agreement how many hot lunches they were allowed a week. I taped this sheet inside my pantry door so it was easy to access on a daily basis.

Discuss what your family rules will be during the school year. Set limits for tv, computer, cell phone, Facebook, and bed times.

Talk to your children about when and where they should work on their homework. Make sure that you have supplies on hand and in a box to help them accomplish their work quicker – pencils, pens, calculator, glue, markers/crayons/pencil crayons, scissors. You don't want to waste time hunting for supplies.

If you have some spare time, you may want to make a few meals ahead of time so you can pull them out on short notice.

Give yourself extra time in the mornings those first couple weeks to figure out a morning routine. Plan out breakfast the night before so that it is easier in the morning to wake up and go. Figure out the best way to get the children up, ready, and out the door.

Papers:

Create a family binder with sheet protectors for easy access to important and frequently used papers. For instance, you can slip papers from school and bus calendars, team sports, menus, contact people into this binder.

Have a box (I use a shoe box) that you put your children's papers into as you are emptying their backpacks. This shoebox can stay on a shelf in your children's bedroom closet. When their folders are full, have them empty it into the box and keep until the end of the school year.

Remember to read everything that comes home, especially the first week of school.

Keep your calendar handy for jotting down important dates. Make note of your children's teacher's email address and how they would like to be contacted.

Good luck and here's to having a more organized school year.

Your local professional organizer,
Betty Huotari

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