

Let's get organized! A few pointers to help stay on top of things this school year!

- **Backpack.** Make sure your child has a backpack that serves their needs...and help them to use the compartments in it to have their materials where they need them.
- **Supplies.** Does the student have all the right supplies? If he is borrowing from other people, then he needs his own.
- **Plan and budget time.**
Make a plan that includes budgeting the amount of time needed for different subjects, break times, and due dates for assignments. Ask the student, "What subject would you like to finish first?"
- **Color code.**
Use a color-coding system to organize materials for each subject.
- **Record assignments.**
Use an assignment notebook to record all homework and long-term projects. You might have to work with the teacher to make sure the student is doing his/her part at school using the assignment notebook.
- **Be methodical.**
Organize all your books, notes, handouts, flashcards, study-guides, outlines, etc. before studying for a test or quiz.
- **Shorten the segments**
Remember to break-up long-term assignments into small, manageable, working chunks in your daily homework schedule.
- **Know your best time of day.**
Choose to study during the time of day or night when you are most alert.
- **Study station.** Work in a well lit area with few distractions.
- **Take breaks.**
Some students cannot begin homework immediately after school. It's often good to have a "fun" break before starting, but you know your child best. If getting started right away is best, then plan the break an hour later. Take scheduled breaks during long homework assignments.
- **Slow down and re-check your work.**
Make sure to check your assignments for errors before turning them in to your teacher.
- **You do not have to be in this alone. Take advantage of resources.**
Ask teachers, parents, and tutors for extra help and clarification.
- **Assess the student's schedule.** Some students cannot keep up the pace when too many activities are happening. Do the extra-curriculars that best fit your child and your family. Every one is different.
- **Remember to enjoy life.** Fit in time just for fun.

Ecclesiastes 3:12 I know that there is nothing better for men than to be happy and do good while they live.

Have a great week!! Karen Lundy, LCPC, ICS School Counselor