



Organization

Organization is often times not something that just happens. It is an invaluable skill which must be learned. Below are some outlined tips to facilitate this process.

Organize your schedule

- establish a routine: planner, homework, bed time, packing for school...
- keep a family schedule and record major projects, tests, family commitments...
 - color coding by family members is also helpful
 - calendar should be posted in a central location
- make “to do” lists: cross off items which gives a sense of accomplishment
- prioritize what must be done first
- be prepared for the next day prior to going to bed
- always look ahead to plan out your time for what is coming up

Organize your papers

- organize a goof proof binder or folders
- have a separate folder and notebook for each subject
- color coding notebooks and folders is very helpful
- label folders in a way that is helpful (“to home” side, “to school” side)
- insert papers into the proper place—most recent work on top
- clean out binders/folders regularly—decide what to keep and what to recycle
- have a homework folder in which to place items to be taken home

Organize your locker

- clean it out regularly and maintain a clutter free locker
- only have items in locker that are necessary
- post important reminders with magnets
- keep items together by subject area

It's a great day to be a Hawk!



Organize your backpack

- clean out your backpack once or twice a week
- pack it the night before for the following morning

Organize your workspace(s)

- design a workspace that rocks
- remove clutter, make sure you have all the supplies you need, keep it clean
- at school organize your materials at your seat before class begins

Utilize school resources

- check teacher web sites regularly
- monitor family access to see current grades
- utilize the free planner provided by the school and check them over each day
- stay caught up when absent—homework can be sent to the office and picked up there if school is notified

Rebound from absences

- in case of absence, arrange for a partner in each class to write down what was done in class that day
- immediately check in with the teacher for each hour you missed of school—find out when he/she expects missed work to be finished
- in case of a missed test, arrange for the make-up

Additional tips

- detect and correct unproductive habits
- persevere—it takes 30 days to master a new habit
- having an organizational role model is huge
- allow some freedom and flexibility so your organizational plan fits
- make arrangements to stay caught up if you must be absent from school
 - check teacher websites!
 - talk to a study buddy from the same team
- breakdown projects into smaller chunks

It's a great day to be a Hawk!