



EasyPeasy Living

Solutions for everyday life

Tips for Organizing Schoolwork

Make a list, then check it twice—Write down all homework assignments, test dates, and project deadlines in a central place (agenda) as soon as you learn about them. When you’ve finished assignments for the evening, check both your written agenda *and* online class calendars to be sure you didn’t forget to do something.

Organize your locker—Do not keep anything in your locker that you do not need to have at school. If necessary, Use a bin or locker shelf to keep your locker tidy.

Look at the Big Picture—Transfer important upcoming deadlines, test dates and events onto a big monthly calendar kept in a central spot where you will see it. Get in the habit of checking this daily.

Divide and Conquer—Manage loose papers by sorting them into folders. Take a few minutes to visit each folder daily and take the appropriate action. Here are some suggestions:

- *To Do/Homework* - Worksheets, notes and packets needed to complete your current homework assignments. Once they are completed, they should go in either File or Turn In, as appropriate (see below)
- *File*—Graded assignments and other papers you are keeping for future reference that just need to be filed back into the appropriate section of your binder (file these *each day*)
- *Turn In*—Completed assignments ready to be handed in. Refer to this pile when double-checking your agenda to be sure everything is done and in this folder.
- *For Mom*—This is like a “mailbox” for Mom. Place in here any permission slips, newsletters, flyers or other papers intended for her. Empty this folder each evening.

Set up an “Office”—Whether it’s the kitchen table or a bedroom desk, create a consistent work space for doing homework. Keep needed supplies handy so that you don’t have to hunt for what you need and can keep your other school supplies in your binder so that you don’t leave them at home by accident. A plastic caddy from the dollar store makes an excellent “mobile office”!

Clean up afterwards—Pack up everything to go back to school once you’ve confirmed all work is complete. This includes notebooks, textbooks, reading books, music/instruments, gym uniform, special projects, permission slips, etc. Doing this as soon as you are finished your homework minimizes the possibility of misplacing or forgetting things.

Tickle Yourself—Use post-it notes, a backpack tag, or other similar “ticklers” to help you remember things. One idea: if you pack a lunch each night for the next day, attach a note to it to help you remember to take something else to school with you.