

## **Tips To Organize Your Students, by Denise B. Lee, professional organizer**

- Set up an in-basket to receive paperwork intended for parents. To encourage students to use the in-basket, make the use of it a prerequisite to snack time.
- For three-ring binder users, subject dividers with pockets provide handy places to store the evening's homework by subject.
- Left-handed students may have an easier time with an accordion file and a tablet of paper because there are no rings to interfere with writing. Designate pockets for homework to-do and homework to turn in and make sure each pocket is labeled.
- It will be easy to put spilled papers in order if the student writes the class name and date on all notes.
- Avoid student planners with hourly increments. The best planner is divided by classes and provides a two-page weekly view.
- All activities — academic and extra-curricular — should be posted to the planner. Time management is only possible when all obligations are known.
- Help the young student break long-term assignments into their component pieces, and record a deadline in the planner for each component. Assign times to carry out each component's work.
- Carry only what is necessary. Set up a file at the student's desk at home to store the completed units by each subject. The information will be available for a comprehensive exam, but will not be in the way of the current unit of study.

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