



Rustburg Middle School 2016

School Counseling

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Is your child struggling with organization? Here are some helpful tips for parents to improve their child's organizational skills at school!

Organizational Tips for Parents

- Ask your child to explain his/her organizational system to you. Chances are if the student can explain the system to you in a manner you understand, the system is working. If they cannot, then it would be beneficial to step in and introduce some of these techniques
- Insist your child write down his/her assignments in planner provided by the school
- Help your child establish a daily routine and daily time to complete homework
- Provide your child with a quiet work space and the necessary tools for homework completion (paper, pencil, adequate lighting, etc.). Ensure completed homework is placed in the appropriate areas
- Initial by completed homework assignments in child's planner
- Have your child learn to complete high priority tasks first
- Ensure your child's backpack is packed the night before with all the appropriate belongings and materials in the correct places
- Check your child's backpack weekly. A messy backpack is a good indicator of poor organization and disorganized materials
- Encourage your child to clean out his/her binders, folders, backpack, and lockers on a weekly basis to eliminate trash and to place papers and materials in the appropriate areas
- Help your child choose different color binders, notebooks, and folders to help color coordinate their classes

*"A place for everything and everything
in its place."*

-Benjamin Franklin

