

## **Top Ten List for Organizational Skills**



- 1. Scaffolding – providing enough support to guide student development, and not too much to impede independence.***
- 2. Check your child's agenda book every day for homework, teacher communication, and after school activities.***
- 3. Encourage homework to be checked off once it is completed.***
- 4. Set up a master calendar in the study area at home, and guide with the planning of long-term projects.***
- 5. Emphasize the importance of starting long-term assignments ahead of time.***
- 6. Provide a folder for notices that are supposed to be brought home and check this periodically.***
- 7. The school calendar is on page 3 of the agenda book. The important dates should be marked in the homework section at the start of the school year.***
- 8. Keep archive folders at home, and have your child clean out their binders and store old notes in these folders, at the end of every unit.***
- 9. Jackets and lunch boxes should be brought home on a regular basis.***
- 10. Emphasize the importance of good organization as an integral part of student success!***