

## **All About Organized Shares Back-to-School Tips**

Pottstown, PA, August 29, 2008 – Are you still digging out of last school year's stacks of homework, children's art work, and piles of book reports and sports schedules? Although there is work to be done, getting ready for school doesn't have to be a stressful time. All About Organized is here to offer a few tips to help set the stage for an enjoyable and organized school year.

- Have a family meeting to discuss and set up a schedule for the new school year. Use a family calendar to track all family members' activities and commitments.
- Think through areas of chaos from last school year and devise a plan to correct them. For example, if the last 5 minutes before leaving the house were filled with chaos, start the process 15 minutes earlier.
- Set up an area for capturing incoming/outgoing papers. This can be any type of bin or box where kids can empty their school papers, teacher's notes, permission slips, etc.
- Use a file cabinet for temporary storage of papers for the current school year. Label hanging files by subject and interest for each child. At the end of each marking period, go through the papers with your child. This is a great tool to enhance their decision-making skills. Papers get organized as well!
- Pack school bags with everything needed for the next day before going to bed. Choose the next day's clothes and prepare lunch for the next day.
- Take an inventory of your school supplies. Knowing what you have and what you need will keep you prepared for upcoming school projects.
- Keep school supplies in one area of your home. Encourage kids to put the supplies back, reminding them that time spent endlessly searching for supplies is time they could be outside playing or being with their friends.
- Establish a routine for doing homework, such as the same time and the same place every day.
- Encourage kids to use a daily planner or agenda.
- Once the homework begins, encourage kids to complete an easy assignment first. This is a great motivator to then tackle tougher assignments.

All About Organized is a professional organizing company located in Douglassville, Pennsylvania. The heart of their work is in getting to know their clients and what means the most to them. Together with their clients they de-clutter, re-think processes, sort, purge, donate and create systems for lasting organization. Their trained organizing consultants are committed to helping their clients reach their organizing goals.

For more information please call 610-349-9834 or visit [www.allaboutorganized.com](http://www.allaboutorganized.com)