

Organizing this Summer in 3 Easy Steps!

1 - Find the Right Time!

When?

- 🕒 Time of the year
- 🕒 Time of the week
- 🕒 Time of the day

How long?

- 🕒 Number of hours per work session
 - Allow time to clean up and label what you have done
- 🕒 Maintain new systems – every 3-4 weeks
- 🕒 To stay organized – filing should be done on a regular basis
 - Every week = it will take about 5 minutes
 - Every 4 weeks = and it will take about 45 minutes!

2 - Find the Right Attitude!

Overall attitude toward organizing

- 😊 Organizing is not intuitive for most people
- 😊 Organizing is a process not a one-time event
- 😊 Psychologists tell us it takes 21 days to establish a new habit
- 😊 One step at a time - and each step gets easier with previous success

Your attitude as a parent

- ♥ Why take the time?
 - Finding it immediately will save time when you are racing the clock
 - Reduce family stress and drama
 - Preserve memories and important items for future use
- ♥ What works for you may not work for your child!
- ♥ Yes it is easier to do it yourself but give your child the chance to ...
 - Learn to assign value
 - Learn to let things go

Working with your child

- ♥ Be positive - or they will hate organizing
- ♥ Be businesslike – refer to it as an organizing “session”
- ♥ Stay focused on the task - try not to detour from the plan

Your child's attitude

Teenage bedroom – 2 ways of thinking about this

- ? If their grades are ok, leave it alone
- ? A disorganized, dirty room is depressing, unproductive and unhealthy

What matters to you?

- Functional v. neat
- Their space v. our space

What do they use their room for?

- Work
- Sleep
- Entertainment

Give your child some control over the process

- Talk to your child about
 - Why you want to get organized
 - What you plan to do to get there
- Let them help set up systems that meet their needs
 - What changes would they like to make?
 - How do their ideas differ from yours?
 - Will it be easy to maintain?
 - Will there be a place for everything?
- Let them select the time and supplies

3 - Find the Right Tools!

Separate the projects

- ✚ 1st - Say goodbye to the old year
 - One subject at a time – sort, store and eliminate
 - Take photos of large items like science fair boards
 - Don't forget electronic organization
- ✚ 2nd - Clean up the room
 - Clothing
 - Hang?
 - Fold?
 - Baskets?
 - Closets
 - Shelves?
 - Remove doors?
 - Clear plastic containers?
 - Collections
 - Store?
 - Display?
 - Sell or donate?
- ✚ 3rd – Prepare for the next school year

While organizing

- ✘ If something doesn't belong in room, put it in a box outside the door
- ✘ Don't leave the room until the area you plan to organize is done




Supplies to organize

- ✓ Garbage bags
- ✓ Ziplocks – different sizes
- ✓ Folders
- ✓ Clasp envelopes
- ✓ Containers and boxes to use for sorting
- ✓ Sortkwik
- ✓ Labels
- ✓ Markers
- ✓ Paper towels & spray cleaner




Desk – the ideal desk has surface space and storage space

- Chair
- Lighting
- Shelf for textbooks
- Pencil cup and paperclip holder or desktop organizer
- Drawer organizers or desktop supply drawers
- File box
- 3 hole punch
- Calendar
- Trash cans

How to file

-  Subject
-  Chronological order
-  Clip each unit

Backpack to match the home system

-  Binders – one for all subjects; one for each subject
-  Folders – color code by subject
-  Pad of 3 hole paper v. loose leaf paper

Go vertical

- ↑ Bookshelves
- ↑ Wall units
- ↑ Cubbies
- ↑ Hooks

Supply drawers or a portable supply box

- Pens
- White out
- Pencils
- Colored pencils
- Pencil sharpener
- Erasers
- Crayons
- Markers
- Labels
- Scissors
- Stapler
- Staples
- Staple remover
- Tape
- Glue
- Paperclips
- Rubberbands
- Ruler
- Highlighters – various colors
- Stickies – various sizes, some lined
- Calculator
- Compass
- Protractor