

# Take the Time

**How to stay organized**

# Organization Starts With The Right Supplies

Buy the Essentials:

- Good backpack
- Lined Paper
- Writing utensils (pens,pencils)
- A planner
- Binders
- Folders
- Pencil case
- Locker organizer
- Calculator
- Highlighters
- Erasers
- Post-it notes

# Middle School Organization Tips

# Tip 1: Manage Time Effectively

Without planning it's easy to underestimate how much time a task requires and the to-do list can pile up. Use a planner to know when assignments are due, when tests are and when you will need to work on certain things.



**Create a Weekly Schedule:** Make a note of the assignment on the day it was assigned and on the day its due.

**Create a Daily Schedule:** If the days don't seem long enough, plan how each hour will be spent. Set aside times each day to work on certain subjects.

**Ex. Monday: Math homework 4:00 - 4:45, Break 4:45 - 5:00, 5:00 - 5:45 Science homework, etc.**

## Tip 2: Organize All Of Your School Environments

**Binder Organization:** Keep all materials in a single place. Make sure to label each binder according to subject so you always know where to find what you're looking for.

**From This** → **To This!**



**Locker Organization:** Use locker organizers to divide the locker into different sections. A small whiteboard inside the locker can improve organization. Helps keep track of what to take home for homework each night.



Keep workstations,  
lockers, and  
backpacks organized,  
and clean them  
regularly.

## Tip 3: Be Prepared With The Right Materials

### **Have a Place for Everything**

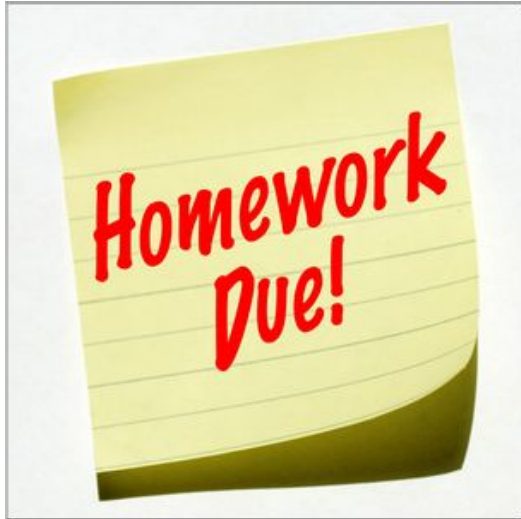
Whether at school, at home or on the go, make sure that everything is in its proper place. Items are much less likely to get lost if they are always kept in the same place.

### **Have Backup Supplies**

Keep extra supplies such as writing instruments and paper in your locker. If you don't have some available ask your respective teacher or office and they would happen to get you some.

## Tip 4: Create A Homework System

Has your student ever claimed to not have homework, and then you find out later that her or she did? If students don't have a system to keep track of homework, it's easy to forget about assignments.



**Check With The Teacher:** Teachers will have all different methods of reminding students of assignments. Some write them on the board, others have assignment books. Have your student check these at the end of each day.

**Keep Tabs On Homework Progress:** Have your student use coloured Post-it notes to keep track of what assignment is finished, and what still needs to be completed.

# Organization Tips for Parents



# Tip 1: Encourage Positive Routine



Once something becomes a habit, it will be automatic for students. Suggest secure places to keep supplies, and create a sample daily planner. Don't force your child into a routine that doesn't work for them.

## Tip 2: Keep Track Of Important Dates

Mark important dates such as tests and assignments due dates on your calendar and make sure your child is prepared for them.



## Tip 3: Seek Extra Help

If a child is having trouble staying organized after trying the above steps, seek extra help. Teachers may be able to offer personalized help after school. Chances are if the student is unorganized, the teacher is looking for a solution as well.



Hope This Information  
Was Helpful!

**Information found on:**

<https://www.oxfordlearning.com/organized-middle-school-students-parents/>