

**TIP SHEET #7:**

## **Help Your Teen Get Organized For School**

When parents reinforce organizational skills at home, they become habits that increase a teen's effectiveness across the board. A home environment free of distractions and interruptions greatly boosts your teen's efficiency. Parents play a critical role in creating this tone to help their teens.

**DO THIS:**

- Keep a neat notebook with school papers separated by class with notes, tests, handouts and homework.
- Take paper, pens and pencils to school each day. (Use a zipper pocket.)
- Write down homework assignments and their due dates in your planner.
- Ask the teacher questions before leaving class.
- Bring all books and materials home for study and homework.
- Sit at a comfortable desk or table with good lighting, pens, pencils, paper, and other materials. (Don't study on the bed or couch.)
- Study with a partner, if appropriate, for languages or reviewing for tests and quizzes.
- After studying, put all materials together to take to school the next morning.
- Look online at grades from teachers every few days.
- Before going to bed, put all school stuff by the door so you have to trip over it going out the door.

**NOT THIS:**

- Toss papers randomly into books and notebooks.
- Leave homework at school.
- Try to study in a cluttered or noisy area.
- Interrupt your study time with texts or phone calls.
- Scribble homework on scratch paper or rely on your memory.
- Listen to loud music or TV while studying.
- Go to bed without organizing your school stuff for the next day.