

## ORGANIZING FOR THE SCHOOL DAY

### GOALS OF THE EXERCISE

1. Organize for the school day.
2. List materials necessary for daily school success.
3. Record forgotten items on the materials checklist.
4. Develop the child's planning and organizational skills.

### INSTRUCTIONS FOR THE PARENTS AND THE CHILD

Part of feeling confident about one's child attending school is making sure he or she will have all the materials necessary to be successful in school that day. The process of getting organized makes participating in any activity much easier. It is helpful to think about the school day in small segments, and to have the child list what is needed for each class or hour of the day. Start by listing all the classes and activities and the materials required for each. Some essentials for school success are listed below, but it is important to add to the list to make it fit the child's unique situation in his or her particular classes and school.

assignments	crayons	musical instrument
backpack	eraser	notebooks
bike	games or toys	paper
bike lock	gloves	pencils
books	gym clothes	permission slips
boots	gym shoes	planner
class project	homework	snack
coat	lunch	sports equipment
computer disks	lunch money	sweater

Add some materials necessary for a successful school day.


Now, help the child determine what materials will be needed for each school day during the following week.

**Before-school Activities:**

*Example:* Getting on the bus

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**Materials I Will Need:**

Backpack, lunch

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**Morning Classes:**

*Example:* Spanish, Math, LA

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**Materials I Will Need:**

Homework, binder, paper, pencils

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**Afternoon Classes:**

*Example:* Gym, Social Studies

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**Materials I Will Need:**

Sneakers, binder, textbook

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**Preparing to Go Home:**

*Example:* Stop at locker

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**Materials I Will Need:**

Backpack, homework folder, coat

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**At home:**

*Example:* Finish homework, Ready for tomorrow

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**Materials I Will Need:**

Homework folder, pencils

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Assist the child to create a personal list and to organize all necessary materials for school the night before. In the morning, encourage the child to double-check the school bag or backpack. This process will help the child to feel prepared and confident about going to school. Advise the child to take the list to school and to add any forgotten item so it will be remembered the next day. Gradually the child will become more and more organized, and this will add to the overall enjoyment of school and related activities.