

## Getting organized for school

*How often do you wake up in the morning with little or no time to spare to get yourself dressed, have breakfast, get in the car, on the bus, on your bike or on foot to school?*

This is usually when you forget to pack something in your bag (like your PE shorts and shoes) or leave your homework on the desk. Not only does this cause you to get stressed but it can also set you up for a 'not-so-great' day' when you get into trouble for not being organized.

***Here are some tips to help you overcome this problem.***

- Leave 15 minutes between the finish of study time and bedtime to ***prepare*** for the following day.
- Use your ***diary or class timetable*** to check that you have **EVERYTHING** you need for every subject you will be doing the following day. Put them in your bag the night before.
- Check your ***pencil case*** to make sure that you have all the necessary ***stationary*** requirements. If you have lost or run out of something (pencils, erasers etc.) add it to the shopping list or buy what you need on the weekend.
- Check your ***diary and term planner*** for events, meetings and excursions that require you to bring special equipment, money etc.
- Check the refrigerator, family calendar or your display board for any reminders you may have made about ***special events***.
- Clean out your ***bag*** and pack it with everything you need for the following day. Make sure you have all the necessary sports gear etc.
- Get out everything that you need for ***breakfast*** the following morning (bowl for cereal, plate / knife for toast or bread, cup or mug).
- If you make your ***lunch*** get all the ingredients / utensils you need and put them on the kitchen counter (not things that have to be refrigerated).
- If you have a ***laptop***, or ***iPad*** make sure the battery is charged.
- Have your ***uniform*** (or school clothes) ready the night before. Check that everything is clean. Make sure your shoes are clean.
- Set the ***alarm*** for 10 minutes before you have to get up. Discipline yourself to get up when you need to.
- **TAKE RESPONSIBILITY FOR GETTING YOURSELF READY FOR SCHOOL.**