



Secrets to Success

ORGANIZATION FOR HOME & SCHOOL

EDUCATION EBOOK



NCTEducation.com
ClearlyOrganizedNC.com



THE HOME

BEDROOM

We have all heard the famous quote by Ben Franklin “A place for everything and everything in its place.” This is true for organizing a student’s bedroom. Important items should have a set spot. Encourage this by labeling where items should go. This is a skill that takes practice. There should be set places for items such as toys, sport equipment, and extra curricular items.



THE HOME

STUDY AREA

The study area should be located in an area away from distractions and noise.

A neatly organized desk or table with basic supplies and good lighting.

Each day be sure to start with a neat and tidy space. Encourage your student to check for all needed supplies before beginning work. Our brains perform better in a clean and uncluttered space. Provide visuals for your learners of the concepts they are needing to learn.



ROUTINES

Creating and practicing routines are key to organization. Once a routine becomes a habit, things flow a little more easily and less is forgotten.

For example, create a homework routine. Your student comes home, has a small snack and break each afternoon before starting homework. Home work is done in the same spot each day. Before beginning homework supplies are checked and the area is neat. A timer can be used to provide on task motivation and scheduled breaks.

Once homework is completed, items are packed away in their appropriate notebooks, placed in the backpack. The back pack is placed in the same spot each day ready for the next morning.



THE SCHOOL DESK AND HOME DESK

Organizing your desk at school or home is crucial for productivity and focus. Here are the top three tips to help you keep your desk neat and efficient.



#1 Declutter Regularly

Start by removing any unnecessary items from your desk. Keep only the essentials



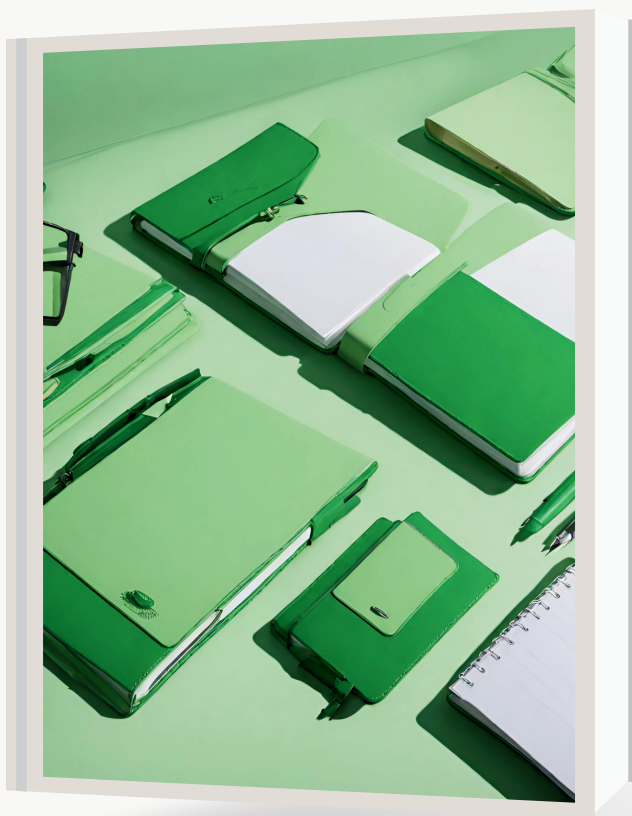
#2 Use Organizational Tools

Invest in organizational tools such as pencil holders and file organizers. Use these tools to categorize and store your items effectively. Assign specific spots.



#3 Color-code academic materials.

Use green, for example, for all science notebooks, binders, folders, and textbook covers. Keep related classroom books and materials in bins of the same hue.





Invest in a wiggle seat if your child is having a hard time staying still or focused!



These Avery color coded tabs are excellent for organizing.





THE BACKPACK

Find a backpack that matches your child's needs.

Designated Pockets: Assign specific pockets or compartments for different items such as books, stationery, snacks, and water bottles. This makes it easier for kids to locate what they need quickly.

Labeling: Labeling items and subjects assists students to identify where everything belongs, making it easier for them to maintain organization.

Color coded tabs for each subject is also ideal.

Create a System: Develop a system for managing your tasks and papers. Use folders or binders to keep your assignments, handouts, and notes organized by subject or class.

Implement a color-coding system for your folders or notebooks to further streamline your organization process.



REMINDERS & MOTIVATORS

To excel, students need reminders for tasks and a boost of motivation.

Reminder tools:

My Homework App

This app is free with lots of reminding tools.

Google Calendar

Place on computer or phone for reminders to study and when assignments are due.

Visual monthly calendar on wall or desk.



REMINDERS & MOTIVATORS

Motivation ideas

Engage your child in a conversation about their understanding of extrinsic and intrinsic motivation. Explore the concept of awards and inquire about what they consider as their personal rewards. What sparks your child's drive and enthusiasm? Delve deeper into their perception of what this question entails and provide what they need to have success.

1. Create a clear homework policy. With a clear homework policy, you communicate expectations consistently.
2. Break down tasks.
3. Talk through problems.
4. Provide adequate support.
5. Allowing them to pick out fun activities such as playing with a certain toy or snack time with an enjoyable food or drink. Giving them small gifts or toys as incentives.



Links & Resources



For Learning Resources and Services

<https://www.ncteducation.com>



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Recommended Products

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KIM WISE, M.ED.
**CLIENT SUCCESS MANAGER, LITERACY
SPECIALIST & SPED. EDUCATOR**

I am the owner of NCT Educational Services. I have taught special education in Illinois, Georgia and North Carolina for 18 years. My experience includes self-contained, resource teacher and an inclusion specialist. I obtained my masters degrees in special education and literacy and I am currently also Orton-Gillgham certified. I enjoy providing parents and educators resources and services to enhance students' learning experience and have owned my business for four years.

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MARIA BUTLER, OWNER

It has long been my dream to start my own business. I have always been a super organized Monica type (Hello Friends). As a family, we have moved 8 times, this helped me to hone my organizing and staging skills. Thus was born Clearly Organized. I love the relationships, we develop with our clients. We walk along beside you in your organizing journey, providing help and encouragement. I spent many years as an elementary school teacher and then a stay at home mom.

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