

Organization

Effective study and academic excellence depend on being well-organized. If you are well-organized in some areas of your life, share your strategies with your son or daughter.

You have probably spent years developing your system for getting things done. It may be a simple system, but more likely it has many aspects. These systems may include producing results at work, monitoring your time commitments, keeping family business in order, or pursuing your personal interests. Choose one of these areas, and show your student the strategy that you use to handle it. Do you use an agenda or an appointment book? Do you keep files? Do you use a “To Do” list? How do you plan a large project? Where and how do you organize materials that you need for your work or hobbies? Explain these strategies when your son or daughter is striving to become more organized in his or her studies. They will suggest strategies that can be adapted. Motivation and commitment are usually at the heart of any effective system for getting things done. Share your goals and enthusiasm often. Explain the important part that patience and persistence plays in achievement. Perhaps you struggle to be organized, or perhaps it comes easily to you. Either way, help your student understand the strategies that you use to get organized and keep at a task until it is finished.

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