

# Getting organised

Organising specialist **Sue Glasser** shares her top five tips to help parents get organised before school starts.

**W**ITH the kids heading back to school, parents can most definitely expect these three things: a bit more time to themselves (hooray!), lots of new paperwork, and busy mornings.

Let's start with the paperwork. There will be plenty coming in from schools and it can become difficult to stay on top of it. Here are some ideas to better organise your paper flow.

## Ready Reference saves stress

Set up a Ready Reference A4 display folder. In this folder, include things like class lists, tuck shop lists, roster details, school schedules, timetables and emergency contacts. Keep this in an easily accessible place for the whole family, and be sure to let everyone know where to find it.

## Colour coding is the way to go

Set up a colour-coded manila folder for each of your children with tabbed divisions. Consider including tabbed options such as school notices, sports information, paperwork that needs returning such as excursion notices, and event invitations.

Teach your children to put received information straight into their own folders, and be sure to check it regularly, at a minimum of once a week. Place these folders in an easily accessible place.

While the morning rush can feel daunting

and sometimes too hectic, there are simple ways to save time and start the day right.

## Nighttime prep saves morning madness

Save time and frustration in the morning by pre-preparing school uniforms, sports uniforms and schoolbags the night before. Do the same for lunches and snacks as well.

## Eight-minute clean-up blitz

Set a timer for eight minutes and challenge your kids to pick up any toys, books, and other items they used during the day. This is a great way to teach children about putting things back where they belong. The ideal time to do this is at the end of the day. You can try making it part of their bedtime routine, encouraging them to beat the clock and maybe even offer a reward.

## Introduce an entrance hall station

For items that get used often, such as jackets and backpacks, why not set up a station near the front door? You can install hooks on walls at child height for easy access, and set aside a box or basket for shoes to keep them out of the way and help make them easy to find in the morning.

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