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Tips to help working parents organize for back-to-school

Find the organizing system that works for you -- paper or electronic.

Keep a family calendar in a central location.

When supplies are needed, write it on the calendar prior to the date required.

Set an online alarm reminder for annual appointments -- kids' checkups, etc.

Highlight each child's schedule of activities in a different color on the family calendar.

Keep a folder in your child's backpack for them to put papers to take home, another for papers to take back to school.

Create a paper file with Internet research sites.

Find out teachers and guidance counselors' e-mail addresses and use them to communicate.

Go online and check your child's grades.

Consider syncing family members calendars on Microsoft Outlook.

Go online to get kids' assignments, print them and post above their desks.

Make a regular appointment to go through a child's backpack.

Get other parents' phone numbers early on.

SOURCES: Diane Hatcher, Time-Savers Professional Organizing Service;

Suzy Wilkoff, Tasks Unlimited of Miami; Jennifer Alman, president of Organize and Systemize in Weston

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